

2022 Harker School Wellness Program

We enter the qualifying period for the 2022 Wellness Reward Program in a situation that most of us would never have imagined possible. While we are now 9 months into the pandemic and stay at home orders. It is not something that will ever feel “normal”. We all like to think we are flexible and can easily adapt to change, but this has been life altering for many of us.

Many things we are faced with during the stay at home order are beyond our control, which can be very stressful and may feel overwhelming. In addition to the stress it’s easy to become more sedentary and adopt poor eating and sleep habits when you don’t have your normal schedule. Combine all these changes and you can see the negative effect this could have on both mental and physical health.

So, what can we do? Let’s turn it around and focus on what we can do and can control. The most important of which is our own health. Now more than ever it is important to take care of both our mental and physical wellbeing. These two aspects of our health are so closely tied together that when there is an unbalance in one area it will most certainly affect the other. That is why it is crucial to focus on both mind and body.

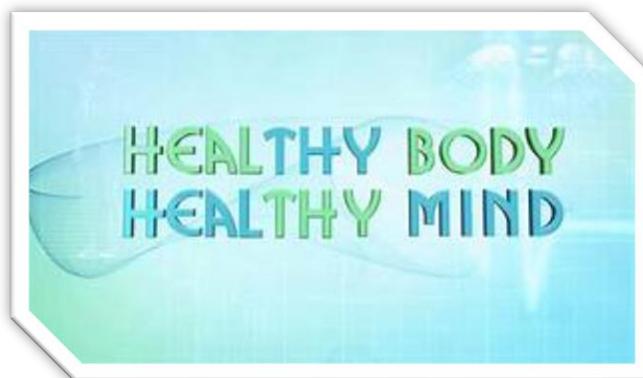
You may not be able to do what you used to for physical or social activity, but that doesn’t mean there aren’t options. We just need to be more creative. Can’t get to the gym? Do videos on YouTube, go outside and walk, kick the soccer ball around in the backyard with the kids. If you are missing social interaction set up a weekly zoom session with family/friends. It can be a happy hour where you just catch up, or you can be creative and take turns introducing something new and fun such as a cooking a new recipe, playing a game, sharing a hobby. How about a virtual book club? If you want some fun social time with your colleagues, sign up for one of the Harker Social Club events!

It is also a very important time to practice kindness towards ourselves and others. It is so good for our own mental wellness to take time to take care of ourselves and to do good for others. It doesn’t have to be big extravagant gestures. Just a few minutes each day will make a big difference. Take a few minutes to do something just for you to relax and reflect at the end of the day. Or, think how you could brighten someone’s day with a simple text or handwritten note letting them know you are thinking about them.

Now, down to business. I have added in some activities and additional options for earning Wellness points that address areas that are important right now such as: earning points for participating in some of The Harker Social Club activities as well as an activity entitled Cultivating Contentment. I will continue to add activities as we go through the year and will send updates of the additional activities as they are added to the program.

Have a wonderful year and stay healthy

Tani



How the Wellness Program Works

The Harker School offers all fulltime employees the ability to earn a “Wellness Reward” for their participation in the Wellness Program. During the qualifying period of December 1, 2020 – November 30, 2021, employees may participate in the program to earn points towards the Silver, or Gold “Wellness Reward”. Those who earn a wellness reward during this period will see it appear as an earning of either \$10 for Silver, or \$20 for Gold on their paychecks in 2022 (24 paychecks).

Earning a wellness reward for 2022 may be achieved by completing both the “**Wellness Basics**” (below) and completing other activities/events to earn points equivalent to either the Silver, or Gold reward levels.

Receiving your Annual Physical and lab work, along with completing the Health Risk Assessment, are the two required elements to earn rewards in the wellness program and are considered the “**Wellness Basics**”. You don’t necessarily need to complete the Wellness Basics, prior to completing any other activities, but they must be completed by 11/30/21 in order to earn **any** reward. Completing your **Wellness Basics** will start you on your way to achieving either the Silver or Gold level reward. Then, earn the remainder of your wellness points by participating in qualified activities of your choice from those listed in this handout. **(See “Wellness Point Structure” on the following pages for details.)**

Wellness Basics

Step 1: Annual Physical w/ Biometrics (Required Activity to attain Silver or Gold discount)

To encourage employees to engage directly with their physician regarding their health. An annual physical and lab work is the first step in earning your wellness reward. Annual physical exams are considered preventive care and are therefore covered at 100% by our insurance carriers.

During this appointment, your physician will collect measurements for height, weight, and blood pressure, as well as discuss any health concerns you may have. Your physician will very likely send you to the lab for blood work which may include the following tests: total cholesterol, HDL & LDL, total cholesterol/HDL ratio, triglycerides, glucose, and other various blood chemistries. **The Annual Physical and lab work need to be completed between December 1, 2020, and November 30, 2021 in order to qualify for any reward.** (Note: if your physician does not recommend a physical and/or lab work during the qualifying period, they need to indicate this on the Physicians Form which will be turned into HR for credit of this “Wellness Basic”) *During the stay at home order some physicians are conducting virtual annual physicals, which are acceptable. However, you will still need to have your physician sign off on the form.*

Step 2: Health Risk Assessment **OR** Wellbeing Survey (Required Activity to attain Silver or Gold discount)

The Health Risk Assessment (HRA) and the Wellbeing Survey assess various aspects of your current state of health such as: physical, emotional, social, financial as well as others. Once completed, you are given results of your current health along with recommendations for possible areas to work on.

For the 2022 wellness year, there are two options to complete this requirement- **you only need to complete one.**

1. **Paper Health Risk Assessment** -(HRA) from The American Institute for Preventive Medicine (AIPM). **You request this form from HR.** Return the completed form to HR and we will forward it to AIPM for processing. AIPM will mail you an individualized report of your results. **The HRA needs to be completed and submitted to HR by November 30, 2021 in order to qualify for any reward.**

Electronic Wellbeing Survey - located in our online wellness portal (Navigate Wellbeing). The survey is located within the Wellness Program tab. Once in the Wellness program tab scroll down until you see “required activities” and click the button in the right side of box for the Wellness Survey that says “Complete”. The Survey takes about 10-15 minutes to complete. You receive immediate overall health feedback as well as any recommendation as soon as you finish. **The Wellbeing Survey needs to be completed in the portal by November 30, 2021 in order qualify for any reward**

The health information provided as part of the “wellness basics” is strictly confidential. The information you gain from the “Wellness Basics” is yours and yours alone. All information submitted on the HRA will only be shared with The Harker School in the form of aggregated population information for the purpose of administering incentives and evaluating the program.

Wellness Basics Instructions

Annual Physical Exam with Physician Recommended Lab Work

To qualify for a 2022 wellness reward, annual physical dates should be between 12/1/2020, & 11/30/2021.

If your physician has informed you that they don't recommend a physical and/or biometrics (lab work) each year, have them sign your "Physicians form" and check the box(s) indicating that a physical and/or lab work are not due at this time.

- **Step 1: Contact your doctor to schedule an appointment and inquire if lab work will be recommended.**
Most doctors will order the lab work prior to your appointment, but some may require you to have an appointment first.

Try to complete your Lab Work at least a week before your physical exam (if your physician is willing to order it in advance). This will insure you have your lab results available to discuss with your doctor during your visit.
- **Step 2: Go to your Doctor for your Annual Physical Appointment.**
 - This appointment should be free, and part of the preventive care provided by your health insurance. If combined with another appointment, it will no longer be considered preventative.
 - Be sure to review your lab results with your doctor.
 - Bring your **2022 Physicians Verification of Physical and Biometrics form** with you to your appointment to be completed by the doctor. **DO NOT leave the Annual Physical Form with your doctor; you must submit the form directly to Human Resources.** *If your appointment is virtual, ask about emailing or faxing the form for a signature.*
 - If you are up to date on all recommended tests/screenings for your age/gender, have your Physician check the box indicating that you are up to date and you will earn 5 additional wellness points. This is not required as part of the wellness basics but is recommended and as such will award extra points.
- **Step 3: Submit your completed 2022 Physician Verification of Physical and Biometrics form** via Fax or Interoffice to Human Resources, (408-553-5774) by **December 6, 2021** to qualify.

Health Risk Assessment (paper format) OR Wellness Survey (electronic format)- **Complete only one**

- **Health Risk Assessment -Step 1:** Request the paper Health Risk Assessment (HRA) from HR (*email is the best way to contact HR*) HR will send you the HRA form along with an envelope to return it to HR.
- **Health Risk Assessment Step 2: Complete the HRA and return it to HR**
Place completed HRA in the envelope supplied, verify your name is listed on the front of the envelope, seal it (not just clasp it), and send it via interoffice mail to HR. (To protect your privacy, please do not send HRAs to HR without first placing them in the envelope provided and sealing it)
- **Health Risk Assessment Step 3:** HR will forward the sealed envelope to The American Institute for Preventive Medicine (AIPM) for processing. AIPM will review your HRA and mail you a confidential report of the results. HRAs must be completed and submitted to HR by **November 30, 2020**
- **Wellbeing Survey -Step 1-** Log into your online account in the Navigate Wellbeing portal. All Full time employees have accounts. If you have never logged in, contact HR for info
- **Wellbeing Survey -Step 2-** Locate the Wellbeing Survey under the "Wellness Program" Tab and scroll down to "required activities" click on the "complete" button in the right side of the Wellbeing Survey box.
- **Wellbeing Survey -Step 3-** Complete the survey and push "submit" to receive immediate results and recommendations. Wellbeing Survey must be completed by **November 30, 2020**



Wellness Point Structure

Earn wellness points by participating in activities as described on the following pages. Activities completed/points earned during the qualifying period of December 1, 2020 - November 30, 2021 will be applied towards earning the Silver or Gold Wellness Reward for the 2022 calendar year. **All forms to report activity / earn points are due to HR by 12/6/21.**

The point structure is as follows:

Wellness Level	Points Goal	Reward per Paycheck (24)
No Wellness Reward earned	0 - 99	\$0
Silver Wellness Reward	100-199	\$10
Gold Wellness Reward	200+	\$20

Tracking and Reporting Your Wellness Points:

Employees are responsible for reporting participation in wellness activities to Human Resources* by using the designated forms and following the reporting requirements as listed in the instructions for each activity. Human Resources will review submissions and assign the appropriate number of points for activities submitted. Human Resources reserves the right to review the validity of any submission.

- **Forms for monthly tracking (Walking Logs, Food Logs, Sleep Logs, Monthly Nutrition Challenge, Self-Reported Activity & Participation in a Weight Management Program) are due within 30 days of the month being reported.**
- **Forms for ALL other activity are due by December 6, 2021.**
- **ALL forms for November activity are due to HR by December 6, 2021.**
- **Late forms will not be accepted**

*Bay Club and Navigate Wellbeing activities are reported directly to HR by Bay Club and Navigate Wellbeing. Employees do not need to report these activities to HR.



Personal Points Tracker

This Matrix shows the points value for the different activities/events in the Wellness Program as well as the maximum points allowed in each category

Use this matrix to track your points throughout the qualifying period. View your current points total in the Navigate Wellbeing portal under "Wellness Program". (Points are updated in Navigate once a month; recording forms received by the 15th of that month)

Wellness Area	Required Activities to participate in program	Point Value	Points Submitted	Max Points
Wellness Basics	Annual Physical w/ Biometrics	10/5		15
	Health Risk Assessment OR Wellbeing Survey (only one)	10		10
Wellness Area	Earn points by form the following activities of your choice	Point Value	Points Submitted	Max Points
Non-Tobacco Use	Certify you are not using and will not use tobacco products for 2018	10		10
Tobacco Cessation	Complete a tobacco cessation program if you are a tobacco user	20		20
Navigate Wellbeing	Attain 500 + Stars each month by participation in various Navigate Wellbeing activities	10 per month		100
Documented Physical Activity	Bay Club / Other gyms	1 per visit		100
	Other exercise classes or programs (including Harker on-site classes)	1 per class		
	Events/Runs/Walks (5k, 10k, Bike events etc.)	5 per event		
Self-Reported Activity	Regular physical exercise	10 per month		90
	Logging steps	10 per month		
Health Education	Onsite speaker / Class	10		90
	Healthy Lifestyle Handout and Test	20		
	Other wellness education	10		
Health Fair	Attend annual Harker Health Fair and submit completed passport	10		10
Weight Management	Participate in ongoing professional weight management program	10 per month		100
Nutrition	Nutrition Challenge (Max. of 1 challenge/month)	10 per month		100
	Read one of the nutritional handouts/books from HR & complete initial Monthly Food Log	20		
	Additional Monthly Food Log	10 per month		
	Healthy Recipes	5 per recipe		
Stress Management	Stress Management Handout - Assessment/Test	20		90
	Meditation	10 per month		
	"Cultivating Contentment" Reading & Initial Log	20		
	Additional Monthly Contentment Log	10 per month		
	Therapeutic Massage	1 per visit		
Sleep	Read "Your Guide to Healthy Sleep" & complete initial monthly Sleep Log	20		90
	Additional Monthly Sleep Log	10 per month		
	"Good Nights, Great Days" Sleep Challenge	10		

Wellness Activity Details

Non-Tobacco Use – 10 points

- Certify you are tobacco-free by completing the Tobacco Certification form and submitting it to Human Resources (completed each year for the qualifying period being reported).

Tobacco Cessation – 20 points

- If you presently use tobacco, complete a qualified tobacco cessation program and submit the signed Tobacco Certification form to Human Resources. (Contact HR for qualified Tobacco Cessation programs.)

Navigate Wellbeing Participation - 10 points per month (100 points Max)

- Navigate Wellbeing, our online wellness partner, offers employees a variety of ways to be engaged in their overall well-being. Log-on and earn “Stars” as you track your data in areas including, nutrition, sleep, stress, finances and activity, or wear a device and upload your activity and steps each day. Earn 10 points for each month in which you earn 500 or more stars from December 2020 through November 2021. **Note: You will only will earn wellness points for those months in which you earn 500 or more stars.**

Documented Physical Activity/Event – points awarded per visit/event (100 points Max)

Earn points for participating in qualified physical activities. To earn points in this category, participation in the activity/event must be documented as instructed below. Qualified physical events and activities include:

- **Bay Club** - earn 1 point for each visit to Bay Club between December 1, 2020 and November 30, 2021. (you don't need to submit documentation, HR will receive usage reports directly from Bay Club)
- **Other Gym / Classes**- earn 1 point for each visit to gym/health club, or for participating in structured fitness classes at a non-gym facility. To earn points in this category, submit the signed “Documented Activity/Event” form along with a printout of your visit history, or have your instructor/desk attendant sign the completed form listing the dates of your visits and submit it to HR.
- **Events**- earn 5 points for participation in qualified community events such as: 5k, 10k, bike events etc., for events of 1-3 days in duration. Events longer than 3 days in duration will earn 1 additional point per day. In order to qualify, activities must be scheduled events, run by an outside organization and require registration in order to participate in the event. To earn points in this category, complete the “Documented Activity/Event” form and submit it along with one of the following: copy of the event registration, a picture of you in your bib in front of something representing the event, receipt for registration fee, or a copy of finishing results.

Self-Reported Physical Activity- 10 points per month (90 points Max)

Earn 10 points for each month that you self-report and submit documentation to HR of physical activities performed on your own outside of traditional gym or class settings. **There is a maximum of 10 points per month in this category.**

- **Participation in regular physical activity**-Outside of work duties, for at least **150 minutes each week** (based on the American Heart Association recommendation of 30 minutes of activity 5 days a week). Examples of exercise include running, walking, biking, playing softball, basketball, golf (walking the course), hiking, backpacking or other similar activities. To earn points in this category, complete the “Self-Reported Physical Certification” form and submit to HR for each month you have participated in regular physical activity. (Forms are due to HR within 30 days of the month being reported).
- **Logging Steps**-using a device/pedometer that is **not** linked to Navigate Wellbeing. Set a goal of 7,000 steps a day and try to hit the goal as many times as you can each week. To earn points in this category, complete the “Walking Log” by tracking/entering your steps each day and submit to HR at the end of each month. (Forms are due to HR within 30 days of the month being reported).

Health Education - 10-20 points per activity (90 points Max)

Health Education allows employees to gain additional information and knowledge on a variety of wellness related topics using the methods/activities listed below. Points will be earned and reported as stated for each activity.

- **Onsite/Virtual Speaker or Class**- Earn 10 points for attending a scheduled onsite speaker or class. Points will be earned based upon attendance and signing in with the HR representative upon arrival. Note: *onsite or virtual speakers/classes are typically 1 hour. In order to earn wellness points for the event, you must be present for at least 45 minutes of the presentation.* Note: Only those onsite classes scheduled/approved by HR will qualify as Health Education and count for points.
- **Read health education material and complete Test**- Earn 20 points by reading either “Staying Healthy” or “How to be the Healthiest You” and completing/returning the included test to HR. Both Staying Healthy and How to be the Healthiest You can be found through a link in the Faculty/Staff portal and the test can be requested from HR. **Note:** *if you earned points in the 2021 qualifying period for reading either “Staying Healthy”, or “How to be the Healthiest you” you may not earn points for reading it again in the 2021 qualifying period.*
- **Other Wellness Education** – Earn 10 points by participating in other wellness education opportunities. Examples of these opportunities include stress management workshops, viewing a nutritional cooking video, taking a nutrition class or reading a book on Wellness/Healthy Living. Note: HR has a selection of books that can be loaned out to employees (contact HR for more info). Documentation for Health Education activities must be submitted to HR on a “Self-Certification of Health Education” form. Documentation for reading a book or watching a video must include the name of book/video along with a description of what the book/video was about and what you learned from it. Documentation of educational classes or workshops must include proof of registration or attendance.
- **Healthy Activities Handouts** – Earn 10-20 points by completing a Healthy Activity Handout. The Healthy Activity Handouts are information on a variety of subjects in which you read the information and then track/record your activities for a specified time frame on the worksheet for that activity. The activities cover subjects such as trading bad habits for good ones, making and sticking to a budget, mindfulness, physical activity, environmental wellness, and doing activities to improve your mood.

Weight Management Programs – 10 points per month (100-point Max)

Earn 10 points per month by participating in a qualified professional weight management program.

- To earn points in this category, complete and submit the Weight Management Certification form.
- Qualified programs would include such things as: Weight Watchers, Jenny Craig, Regular work with a registered dietician, medically supervised weight loss program through your Dr. or Clinic. You must submit proof of regular attendance in a qualified professional program to earn points in this category.



Nutritional Education- 5-20 points per activity (100 points Max)

Nutritional Education helps employees to understand their own nutritional needs and provides them with the knowledge and skills needed to make the best choices when it comes to eating whether it is on campus, at home or at a restaurant.

- **Monthly Nutrition Challenge- Earn 10 points** for completing a Nutrition Challenge and the accompanying log. There is a “bank” of Nutrition Challenges to choose from allowing participants to pick challenges that focus on areas of nutrition that are important to them. **Employees may complete only one challenge each month, and the same challenge may be completed a maximum of 4 times in the qualifying period.** Points are awarded by submitting the Completed Nutrition Log to HR within 30 days of completion of the challenge.
- **Read one of the nutrition information options and complete a Monthly Food Log – Earn 20 points** by reading one of following nutrition information options and keeping a “Food log” for 1 month.
 - **My Plate** -the nutritional guidelines set forth by the USDA (found on the Faculty/Staff Portal)
 - **Food Rules** - a short informative book on the simple practice of eating “whole” natural foods (available to be checked out through HR)
 - **Just Enough for You** - guidelines published by the DHHS on determining proper portion size and how to read food labels. (found on the Faculty/Staff Portal)

Note: If you earned points for reading one of the above choices in a previous qualifying period, you may not earn points for reading the same option again for the 2022 qualifying period
- **Additional Food Logs-Earn 10 points** for keeping additional monthly “Food Logs”, after completing the initial reading and one-month food log above (no additional reading required).
- **Healthy Recipes-Earn 5 points** for trying one of our nutritionists approved healthy recipes, or a healthy recipe in the resources section of the Navigate Wellbeing portal* and completing the Healthy Recipes form. When completing the form, you will write a critique of the recipe, and include a picture of the completed dish or answer questions about the preparation process. You may also get creative and use your own healthy recipes, following the above guidelines. **Note: If you would like to use your own recipe it must be submitted to HR for approval prior to preparing it.** **Recipes chosen from the Navigate portal must be from one of the time categories that are 31 minutes or more in total time.*

Stress Management - 1-20 points per activity (90 points Max)

Stress Management has become an important topic for most everyone. We are exposed to varying levels of stress on a regular basis. Learning how to identify what causes you stress, how it affects you and how to manage it are the keys to reducing the long-term effects stress can have on your health.

- **Read the Stress Management handout and complete the self-assessment/test – Earn 20 points.**

The stress management handout will explain what stress is, how to identify your “stressors” and recognize how stress affects you as well as how to manage it. Taking the self-assessment will help you identify the particular areas of your life that could be causing you unwanted stress.
- **Learn to meditate and keep a meditation log – Earn 10 points per month.**

Check out a meditation book or DVD from HR to learn meditation technique basics and keep a meditation log for a month. We will provide you with a sample log in which you track how often you meditate and how you feel both before and after, which will help you determine which method of meditation works best for you (the log is for your own records and it is not turned in). To earn points in this category, meditate at least 4 days each week and report it on the “Self-Reported Activity” form to earn 10 points for the month.
- **Receive a therapeutic massage – Earn 1 point for each massage.**

Massages must be administered by a licensed massage therapist (massages performed by a student at a qualified massage school are acceptable). To earn points for massages, submit the “Documented Activity/Event” form along with a receipt for the massage, or the signature of the therapist/desk attendant.
- **Read How to Cultivate Contentment and record your contentment activities -Earn 10 points each month.**

Cultivating Contentment is an exercise that helps you to become aware of how to be happy with your life today. The handout offers information the areas in life that contribute to overall contentment and activities to become better at living in the moment and appreciating all that you have right now. Read the handout and record an activity log for each month you are working towards achieving contentment.

Sleep - (90 points Max)

Sleep is more than just “down time” while we rest. It is a time when vital tasks are carried out by our bodies that help us stay healthy and function at our best. Lack of sleep and/or poor quality of sleep can lead to a number of different physical and emotional issues. Could you be suffering from a sleep related issue?

- **Read “Your Guide to Healthy Sleep” handout and complete a Monthly Sleep Log – Earn 20 points.** Learning why sleep is important, how much sleep you need and how to identify possible sleep disorders will help you work towards being and feeling your best. Read the handout and submit the Monthly Sleep Log, located on the Faculty/Staff portal to earn points for this activity.
- **Additional Sleep Logs-Earn 10 points** for keeping additional monthly “Sleep Logs”, after completing the initial reading and one-month Sleep Log above (no additional reading required).
- **Complete the 4-week Good Nights, Great Days Sleep Challenge- Earn 10 points.** This challenge introduces healthy sleep habits and encourages participants to identify the strategies that will aid them in getting the most quality sleep possible. Each day of the challenge you will record how many Healthy Sleep Habits you employed, the number of hours you slept, and rate the quality of your sleep. The goal is to adopt healthy sleep habits that lead to quality rest and to better health and well-being.

Submitting Activities for Wellness points credit

Except for Navigate Wellbeing and Bay Club, which are reported directly to HR, all activities for which you are seeking to earn Wellness points must be submitted to HR following the instructions below:

- Activities must be reported using the method/form listed in the information on the preceding pages for that specific activity type. **Do not send in paperwork without attaching it to the appropriate form.**
- Use a separate form for each month of activities reported.
- Please ensure that all forms are completed in full, with all the appropriate information entered. Full credit may not be issued for forms that are not completed in full.
- Forms for activities completed within a specific month (nutrition challenges, walking logs, self-reported physical activity etc.) must be submitted to HR **by the end of the following month.**
- All other forms, and activity reported for the month of November are due to HR by **December 6, 2021.**

Only those activities listed in this handout qualify for Wellness Points.

- If you have questions regarding whether an activity qualifies for Wellness Points, please check with Tani in HR. Please do not make up your own activities/points.
- If you have suggestions regarding other areas of wellness that you would like to see incorporated into the program, let Tani know. We are always working to improve the program.



wellness
FOR THE WIN