

TSET Healthy Incentive Program for Communities

Worksite Wellness Policy (Tobacco, Nutrition, & Physical Activity Elements) and Community Criteria Requirements

Requirement	Description	Current Status	Compliance Requirements/Concerns
Tobacco Prohibition Policy			
Prohibit use of combustible, vapor, and all other tobacco products:			
Tobacco Element 1	On Municipal Property, both indoor property and outdoor property (including parks and recreational areas)		Amend current ordinance to include smokeless tobacco and vaping and to remove exemptions for Westwood Golf Course, park parking lots, and other permitted areas on City property *requires consultation with collective bargaining unit representatives*
Tobacco Element 2	During all hours of employment	✓	
Tobacco Element 3	Applicable to all employees	✓	
Tobacco Element 4	Applies to all municipally-owned or leased vehicles at all times	✓	
Tobacco Element 5	Applies to employees' personal vehicles during all hours of employment while on municipal property		
Tobacco Cessation Support Services			
Tobacco Element 6	Provide tobacco cessation information, resources, and/or support	✓	
Tobacco Element 7	Provide insurance benefits and access to the following types of assistance with no prior authorization or out-of-		

	pocket cost to the employee:		
Tobacco Element 7a	Cover group, individual, and phone counseling, with a minimum of 4 counseling sessions of at least 10 minutes each per attempt, and 2 quit attempts per year		
Tobacco Element 7b	Cover all seven Food and Drug Administration (FDA) approved cessation aids:	Some cessation products available through prescription plan	
Tobacco Element 7(b)(1)	Nicotine skin patches		
Tobacco Element 7(b)(2)	Nicotine lozenges		
Tobacco Element 7(b)(3)	Nicotine chewing gum		
Tobacco Element 7(b)(4)	Prescription Nicotrol nasal spray		
Tobacco Element 7(b)(5)	Prescription Nicotrol oral inhaler		
Tobacco Element 7(b)(6)	Prescription non-nicotine Chantix		
Tobacco Element 7(b)(7)	Prescription non-nicotine Zyban		
Tobacco Element 8	Communicate & promote available tobacco cessation benefits & insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis		
Tobacco Policy Implementation, Support, & Enforcement			
Tobacco Element 9	Signs about this policy posted @ entrances to all buildings on Municipal Property		
Tobacco Element 10	Enforcement Plan		
Nutrition Elements			
Applicable to foods and beverages sold or offered in the workplace			
Snack Pantry			
Nutrition Element 1	100% of foods contain 0 grams of trans fat/serving		

Nutrition Element 2	100% of snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals); 100% of individual meal items contain no more than 480 mg sodium/serving		
Nutrition Element 3	100% of individual meal items contain no more than 230 mg sodium/serving (excluding refrigerated meals)		
Nutrition Element 4	75% packaged foods contain no more than 200 cal/pkg, no more than 10% of total calories from saturated fat, and no more than 35% of total calories from sugar (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners)		
Nutrition Element 5	75% beverages contain no more than 40 cal/serving (excluding 100% fruit juice and unsweetened milk)		
Nutrition Element 6	100% milk & milk products unsweetened & non-fat or low-fat (1%)		
Nutrition Element 7	100% juice unsweetened and 100% juice		
Nutrition Element 8	100% vegetable juice contains no more than 230 mg sodium/serving		
Nutrition Element 9	100% foods cooked without frying (ie: steaming, grilling, roasting, broiling, baking, poaching, sautéing)	N/A	
Other Nutrition Requirements			
Nutrition Element 10	Cool drinking water available throughout the day at no cost	✓	
Nutrition Element 11	Provide employees with access to a refrigerator, microwave, and sink	✓	

	with a water faucet		
Nutrition Element 12	Encourage employees to bring healthy foods to special occasions such as events, birthdays and retirement parties, or celebrate with non-food items		Policy development
Nutrition Element 13	Provide a quiet, private area that may be used by employees to express breast milk. Must have an electrical outlet and not be a bathroom.		
Nutrition Element 14	Provide nutritional information on foods & beverages sold in the workplace	✓	
Nutrition Element 15	Identify healthy food and beverage menu items with signs, symbols, and/or colors		
Nutrition Element 16	Offer smaller portion sizes		
Nutrition Element 17	Promote the purchase of healthy foods & beverages through practices such as pricing strategies or posting fliers, or using other communication tools		
Nutrition Element 18	Provide nutrition education through activities such as seminars, workshops, classes, meetings and newsletters		
Nutrition Element 19	Host, sponsor, or promote a farmers market on or near Municipal Property that is open to community members	Farmer market available	
Physical Activity Elements			
Physical Activity Element 1	Provide employees with at least 30 minutes of paid physical activity break time in addition to their regularly scheduled meal breaks		*Requires collective bargaining agreement negotiations*
Physical Activity Element 2	Incorporate 10-minute physical		*Requires collective bargaining agreement

	activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings		negotiations*
Physical Activity Element 3	Promote short activity breaks throughout the workday.		
Physical Activity Element 4	Promote walking meetings.		
Physical Activity Element 5	Provide flexible work arrangements to accommodate paid physical activity breaks.		*May require consultation and/or negotiation with collective bargaining agreement negotiations*
Physical Activity Element 6	Promote stairwell use, if applicable, throughout the workday by making stairs accessible, appealing and posting motivational signs.	N/A	N/A
Physical Activity Element 7	Use posters, pamphlets and other forms of communication to promote physical activity.		
Physical Activity Element 8	Promote employee participation in physical activity by creating exercise clubs or groups and sponsoring employee sports teams.		
Physical Activity Element 9	Provide an on-site fitness facility.	Fire stations and the police department have some exercise equipment.	
Physical Activity Element 10	Provide access to an on-site changing room or locker rooms with a shower.	Fire stations have showers.	
Physical Activity Element 11	Provide employees and their families with access to an off-site fitness facility, including, but not limited to, purchasing corporate memberships as part of the employee's benefit package, subsidizing membership expenses or negotiating a discounted rate.	Some local gyms currently provide discounts to City employees	
Physical Activity Element 12	Provide safe and secure bicycle		

	parking for employees and visitors to city workplaces.		
Physical Activity Element 13	Provide information about local resources and facilities, such as events, walking trails, community parks, and recreational facilities.		
Physical Activity Element 14	Promote physical activity through activities such as seminars, workshops, classes, newsletters, and meetings.		
Bronze Community Actions Criteria			
All local education institutions (including primary, secondary, vo-tech/career tech and higher education) have adopted 24/7 Tobacco-Free policies for students, faculty, staff, visitors and anyone providing services on school property. This policy must include combustible, vapor, and all other tobacco products. [Provide a copy of signed and dated policies for the primary, secondary school districts, all vo-tech, and career tech and higher education facilities.]		✓ (NPS, Little Axe PS, OU, Moore Norman Vo-Tech)	
Community farmer markets, corner stores and/or grocery stores accept WIC) Women, Infants, and Children, (SNAP) Supplemental Nutrition Assistance Program and Senior Nutrition Vouchers at farmers markets. [Provide a list of store and markets that accept these programs within your community.]		✓	
City participates in a local community-wide task force or coalition with community residents' involvement and attends at least 25% of the scheduled meetings. [Provide the list of coalition members, with their affiliation, (highlighting the city members), along with the agenda and minutes of the past meetings.]			
City has a policy that ensures events held on city-owned/operated property are tobacco, e-cigarette and vape free, encourages healthy foods and beverages, as well as opportunities for people to access the event on foot, by bicycle or by transit.			

[Provide copy of the event policy that will be signed by each event organizer prior to the event.]		
Community has a minimum of 8 Certified Healthy Businesses (through the Certified Healthy Program) that were certified in the latest certification year.	✓ (25 in 2017)	
Silver Community Actions Criteria		
City has adopted and implemented enforceable policies, ordinances or legal codes that encourage children and their families to walk, bike and roll to school (i.e. Active Walking School Bus, SafeRoutes to School or Bike to School programs) [Provide a copy of the signed and dated policy, ordinance or zoning code.]		
City has zoning and/or land use to restrict the number of tobacco and vapor outlets near schools and playgrounds. [Provide a copy of the policy that restricts the number and locations and/or density of tobacco retail outlets through the use of the following means: conditional-use permit, zoning, tobacco-retail permits or licenses or direct regulation.]		
City has an ordinance, land use policy or zoning to promote, expand and protect community garden and Farmers Market sites, including vacant city-owned land and unused parking lots. [Provide a copy of the signed and dated policy, ordinance or legal code.]		
Public health advocates and stakeholders are included in community development planning meetings, committees for park and recreation, community gardens, etc. (Health in all policies) [Provide the list of community members, with their affiliation, along with the agenda and sign-in sheet of those attending.]		
Community has a minimum of 8 Certified Healthy Congregations (through the Oklahoma Certified Healthy Program) that were certified in the last certification year. [Provide a list of the most recent year of Certified Healthy Congregation awardees in the community.]	(0 in 2017)	
Gold Community Actions Criteria		
Frequent underage tobacco checks are conducted in the community		

to identify and discourage illegal selling of tobacco and vapor products to minors, and results are made public. [Provide a copy of the list of compliance checks conducted within the last 6 months. Also provide a copy of the publication notice.]		
Affordable fresh fruits and vegetables (i.e. grocery stores, farmers markets, corner stores or community gardens, food co-ops) are available within the community. [Provide a list of stores and markets that sell fresh fruits and vegetables and include pictures of locations.]	✓	
Community ensures equal consideration for safety and mobility for all users of all modes of transportation “complete streets” (in planning efforts). [Provide a copy of signed and dated ordinance, zoning code or master plan with highlighted information on complete streets.]		
The Oklahoma Tobacco Helpline (1-800-Quit-Now) is promoted throughout the community. [Provide links to websites of city hall, chamber of commerce, businesses, etc., and attach copies of fliers, photos of locations, etc.]	✓	
Community has a minimum of one multi-unit housing complex that has a voluntary policy that designates smoke-free units, including individual balconies, patios and common indoor and outdoor areas, with the 25’ buffer. [Provide a copy of the signed and dated policy. Communities that do not have multi-unit housing facilities or are corporately owned (not locally owned) multi-housing facilities are exempt from this criteria.]		
Community has a minimum of 8 Certified Healthy Early Childhood Programs (through the Certified Healthy Program) based on community size, certified in the latest certification year.	(5 in 2017)	