

Office:

Office Contact:

## WELLNESS & INTEGRATIVE HEALTH

# BECOME WELL OFFICE CERTIFIED 2.0

### General Wellness

- Post and disseminate wellness events or activities for all to see
- Provide an in-office wellness activity
- Create an office-wide challenge for employees to participate in
- Share a wellness tip or conduct a mindfulness meditation at all office meetings
- Plan a department wellness day once a year
- Create an Office Wellness Handbook (guidelines for employees)
- Achieve Green Office Certification, Bronze or higher
- Utilize the Green Event self-assessment for office meetings

### Nutrition

- Host an RD Approved presentation
- Meet with RD Approved dietitians for an Office Food Environment Scan
- Stock RD Approved snacks in common space/break rooms/meetings
- Utilize RD Approved catering menus for office functions
- Provide a refrigerator/microwave to encourage meals from home
- Establish a place to eat that is comfortable (well lit and inviting)
- Encourage use of reusable water bottles, mugs, cups, dish- and silverware

### Physical Activity

- Allow for standing/active desks
- Plan "walking meetings" when appropriate
- Encourage daily 10-minute movement breaks
- Start a walking group that meets at least once a week
- Encourage active transportation by explicitly outlining location-specific plan
- Host a PEAK movement workshop or presentation

### Mindset

- Complete a team mindfulness activity
- Practice gratitude and appreciation
- Discuss and connect with purpose and meaning of work (individual and team)
- Host a resilience or mindfulness presentation
- Celebrate successes and reflect on setbacks as a team

### Stress Management/Productivity

- Allow flexible work schedules for physical activity/mental health/productivity
- Allow staff to work remotely at least once a month
- Designate one half-day each week that is meeting-free (i.e. No-Talk Tuesdays)
- Reduce eye-strain by adjusting light settings on all laptops and computers
- Set aside time for staff to focus on work to which they feel deeply connected
- Assess and address issues to improve work-flow efficiency



**BRONZE**  
Complete **8**  
items on this  
checklist to  
become  
Certified



**SILVER**  
Your office is  
actively  
engaged!  
Complete **12**  
Well office  
Actions



**GOLD**  
Your office is  
a leader!  
Complete **16**  
Well office  
Actions

FOR MORE INFORMATION ON WELLNESS:

<http://bit.ly/WIHPULSE>



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