The Let’s Go! workplace program guide is designed to help employers and employees integrate movement and healthy eating into the work day. Wellness isn’t something you do only after work. It is a part of every day, and it helps support employees in improving and maintaining health inside and outside of work. Let’s Go! helps to create healthy environments by using a multi-setting model to reach community members.

Our partners use Let’s Go! strategies to:

- Increase time for physical activity
- Promote drinking water
- Increase access to healthy foods
- Limit recreational screen time
- Encourage healthy sleep habits

Your partnership with Let’s Go! is critical for creating meaningful change not just in your physical location, but also as part of the larger community.

Thank you for your commitment to help improve the health and well-being of your community.

If you have questions about the information in this guide, please email info@letsgo.org.
Let’s Go! Healthy Workplace Framework

The Let’s Go! Workplace tools are designed to integrate movement and healthy eating into your overall worksite wellness initiative.

The program goals are to:

- **Increase Healthy Eating at Work**
  - Healthy Meetings and Celebrations
  - Healthy Vending and Smarter Cafeterias

- **Increase Movement at Work**
  - Active Meetings
  - Walking Meetings
  - Promote use of Stairwells and Walking Paths

- **Support Healthy Employees**
  - Tips for Healthy Lifestyles
  - Employee Health Education

**Guiding Principles**

- Focus on health and wellness for all employees.
- Messages are inclusive, positive, and action oriented.
- Efforts are employee driven.

**Before You Get Started**

Before you begin implementing the evidence-based strategies of the Let’s Go! program, here are some things to consider:

1. **Focus on Healthy Behaviors**
   Employees and employers can work together to make sure that the workplace promotes and supports healthy eating and regular daily movement.

2. **A Team Approach is Essential**
   Engage staff at all levels. Using a team approach encourages everyone to understand they have a role to play.

3. **Your Work Environment is Important**
   Consider what your workplace currently does to ensure that it is a safe, accepting, and welcoming environment for all staff. Providing comfortable seating, work equipment, and accommodations for these staff members is an ethical responsibility.

4. **Staff Attitudes and Beliefs Matter**
   Talking about healthy behaviors takes time, empathy and cultural sensitivity. To be successful in these conversations, it is important for you and your staff to:
   - Reflect upon any implicit weight bias and stigma you may have—challenge your assumptions.
   - Recognize that each employee’s behavior is shaped by their own culture and experiences.

5. **Focus on Small Steps**
   It is important not to overwhelm employee’s with too much information. Setting small, achievable goals is most effective. Choose one or two actionable items to get started!
The Program Messages

5-2-1-0 for Children
The Let’s Go! 5-2-1-0 program helps children and youth to establish healthy behaviors.

The 5-2-1-0 messages are:

- 5 or more fruits and vegetables
- 2 hours or less of recreational screen time
- 1 hour or more of physical activity
- 0 sugary drinks, more water

Small Steps for Adults
The Let’s Go! Small Steps program encourages adults to make one small change at a time. These small changes can add up to big improvements in health.

The Small Steps messages are:

- Move More: It’s a great way to improve your health
- Eat Real: Foods that come from nature give you energy
- Drink Water: It’s the best choice
- Rest Up: Good sleep restores your body and mind

Your Partnership with Let’s Go!
Let’s Go! provides materials and training to workplaces to enable them to promote healthy eating and active living with their staff. As a Let’s Go! partner you receive:

- Tools and Resources to support staff wellness.
- Training and Development opportunities for you and your staff members.

Don’t forget to celebrate every achievement whether big or small.
The Let’s Go! Champion
Every registered Let’s Go! worksite will identify a person to champion environmental and policy change that supports healthy eating and physical activity within their work environment. Additionally, forming teams to support the work is important for its success.

Employers can create sustainable changes that make the healthy choice the easy choice.

The Site Champion
Ideally, the Site champion is someone who is at the location regularly, has a good sense of site operations, is committed to improving the health and wellness of their peers, and can help advocate for the adoption of the Let’s Go! Healthy Workplace Framework.

Role of the Site Champion
The Site Champion is key to successfully implementing Let’s Go! program messages at your place of work. This individual will lead their workplace through the process.

The Wellness Team
Site Champions need support! A wellness team should consist of employees at all levels and have representation across all departments.

Role of the Wellness Team
Establishing a Let’s Go! team helps your site set goals and share program messages. A team approach results in greater engagement and implementation of the Let’s Go! Healthy Workplace Framework.

Role of the Site Champion
This individual will lead their workplace through the process.
Let’s Go! understands that healthy employees are happy employees. The healthy workplace framework is designed to be woven into your existing worksite wellness initiative.

START HERE
and follow these steps each year.

**Assess & Plan**
- Use an environmental assessment tool (such as the Healthy US Scorecard) to determine strengths and opportunities for growth.
- Develop a plan, identify resources and partners needed to achieve your goals.

**Promote Messages & Partnership**
- Share messages with staff.
- Build a team and gain leadership support for launching your plan.

**Collaborate Across all Departments**
- Participate in, or help to establish, a company wellness team to build consistency.
- Connect with individual departments to look for opportunities to support one another, share ideas, and leverage resources for mutual projects.

**Take Action**
- Implement your goals.
- Communicate with employees and leadership regarding progress.

**Sustain**
- Ensure company policies comply with state and federal mandates to support a healthy environment.

**Highlight Success**
- Celebrate every achievement whether it is big or small.

Implementing the Let’s Go! Program
Resources and Program Materials

Let’s Go! has resources and tools to help increase healthy eating and physical activity at your workplace.

Let’s Go! Website
Utilize educational materials and communication templates to share with staff at LetGo.org.

Let’s Go! Learning

Promotional Tools
Share healthy workplace and Small Steps messages and hang posters throughout your site.

Site Champion Checklist
Use this checklist to help ensure you stay on track.

GETTING STARTED

- Identify a Champion
  - Determine who at the site will be your lead for this work.

- Build a Team
  - Gather support to take action in this partnership.

ONGOING EACH YEAR

- Assess your Environment and Create a Plan
  - Use an environmental assessment tool such as the Healthy US Scorecard.

- Promote Messages
  - Ensure Small Steps and workplace posters are displayed and in good condition.
  - Communicate your efforts with staff.

- Use Let’s Go! Resources and Program Tools
  - Use educational tools and communication templates to encourage healthy eating and physical activity.
  - Participate in professional development opportunities to learn more about healthy eating and physical activity.

- Celebrate Success
  - Share stories, photos, and videos with staff.
  - Acknowledge individual and team contributions in creating healthy environments.

Need help finding something? Contact us at info@letsgo.org.
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