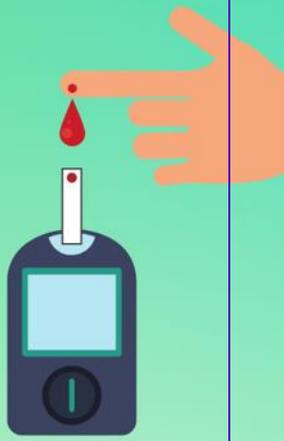




Be Your Healthiest Self
KNOW YOUR NUMBERS



2020
Ambassador Toolkit



INTRODUCTION

Welcome to WorkWell NYC's **Know Your Numbers** campaign!

WorkWell NYC's **Take Action** program is designed to help City of New York employees understand their health status and take preventative actions to reduce their risk for chronic disease.

Knowing simple health numbers such as blood pressure, BMI and risk for diabetes can help employees better understand their health and assess their risk for heart disease, diabetes, or other health problems.

NYC agencies can host blood pressure, BMI, waist circumference, and pre-diabetes screenings to offer employees a convenient opportunity to check their health status at work. With your help, we can empower City employees to know their numbers and take action to improve their health.

This guide provides step-by-step instructions to help you set up *Know Your Numbers* screenings at your agency. We have also included template materials to help you promote your screening event/s.

As always, your support is critical in helping us keep City employees healthy. We look forward to partnering with you in this very important work. Please don't hesitate to contact us with any questions!

Be well,

Marissa Frieder, Assistant Director

WorkWell NYC | Mayor's Office of Labor Relations

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SETTING UP YOUR SCREENING EVENTS

WorkWell NYC partners with Affiliated Physicians (AP) to offer screening events at worksites with 150 full-time employees or more. All City employees are eligible to participate in screenings.

Setting up your screening event is as easy as **1, 2, 3!** Follow the steps below to get started.

STEP 1: Identify a time and place

- ☑ **Time:** Schedule your screening for any day **before June 30th, 2020**, between 7:00am and 7:00pm. Other time slots may be available by request to accommodate shift schedules. Typically, 4 weeks of turnaround time is needed to schedule and promote a screening event.
- ☑ **Place:** Select a centrally located, easily accessible, high traffic location. If possible, schedule your event during a health fair or another pre-planned event where employees will be gathered.

Your location needs:

Check-in area:	For each screening station:
<ul style="list-style-type: none">• 1 table (desk-sized or larger)• 2 chairs	<ul style="list-style-type: none">• 1 table (desk-sized or larger)• 2 chairs• 1 trash basket

STEP 2: Request your screening

- ☑ **Request:** Complete the Clinic Request Form [here](#). Submit a request for each location where you would like to schedule a screening event, and provide as much information as possible so your request can be processed quickly!
- ☑ **Confirmation:** Affiliated Physicians (AP) will send an email to confirm the details for your event. If everything is correct, sign and return via email or fax. **You must sign this document to confirm your event.**
- ☑ **Registration:** 2-3 business days after confirming your event, it will appear on the registration website: bit.ly/WWNYCscreenings.
- ☑ **Monitoring:** Ambassadors will receive access to an administrative portal to monitor registration. Log in often to see how many appointments are booked. If slots fill quickly, AP can extend the hours of your screening event or add more nurses – however, this requires at least 10 business days notice.

If you need to contact AP, please email Dawn Tudor at dtudor@affiliatedphysicians.com.

STEP 3: Spread the word!

- ☑ **Promotional materials:** Get the word out to your colleagues! Advertise early and often. The **email** and **flyer templates** below can help you advertise. Just fill in your site's details and send:
[Flyer template \(PowerPoint document\)](#) | [Email templates \(Word document\)](#)
- ☑ **Registration website:** Share the registration link with employees so they can sign up for a screening: bit.ly/WWNYCscreenings (username: **workwell** | password: **nyc**)
- ☑ **Strategies for success:** Here are some **proven tips** to help you get the word out:
 - Engage leadership:** Some commissioners have sent out emails of support, or shared pictures of themselves being screened to encourage participation.
 - Go where the people go:** Hang posters in areas where employees congregate – elevator banks, kitchens, bathrooms, common areas, etc.
 - Mix it up:** Use multiple methods of communication spread out over several weeks: emails, posters, Intranet, TV monitors, meeting announcements, etc.
 - The more, the merrier:** Recruit wellness champions and other interested co-workers to help you spread the word. Never underestimate the power of word-of-mouth!
 - Encourage pre-registration:** Employees that pre-register will receive a calendar invite and reminder email from AP. Monitor the number of appointments made to gauge interest.
 - Different strokes for different folks:** Consider the best ways to reach both field and office-based staff, and those without consistent email access.
 - Collaborate with unions:** Work with your labor-management committees to spread the word.
 - Repetition is key:** Send [reminder emails](#) in the days and hours leading up to your event. Template emails #4 and #5 are designed to be sent out right before and during a screening.

STEP 4: Showtime

- ☑ **Be prepared:** Make sure to **confirm the room setup** with your facilities department ahead of time.
- ☑ **Receive supplies:** One week before the event, AP will ship supplies to your attention. Please make sure these materials are in the event room at least 1 hour prior to the event start time.
- ☑ **Check in with the vendor:** A few days before your event, you will receive the name/s of the nurse/s attending. Make sure to provide any details they will need to get into your worksite.
- ☑ **Be available:** Greet the nurse/s 1 hour before your event starts and bring them to the event room. You do not need to attend, but you should be accessible if questions arise. If you will not be onsite, please email Dawn Tudor at dtudor@affiliatedphysicians.com with the contact information for someone who will be available to greet the nurses and assist with any day-of needs.

FREQUENTLY ASKED QUESTIONS

1. Who can get screened?

All City employees are eligible to participate in worksite screening events.

2. When can screenings be held?

Screenings can be held anytime before June 30, 2020. Screenings will be scheduled on a first come, first serve basis.

3. My worksite has special circumstances (unusual work schedules, employees in the field, security restrictions, etc). Can I still host a screening event?

WorkWell NYC and AP will try our best to accommodate your needs! Email us at workwell@olr.nyc.gov and we can work together on a plan that best serves your worksite.

4. How do I estimate how many people will participate?

Generally, you can expect approximately 30% of full-time employees will attend your screening event. Each nurse can provide about 12 screenings per hour. Make sure to provide an accurate employee head count in your request, and AP will determine how long your event should last.

5. What services are included in *Know Your Numbers* screenings?

Participants will be screened for blood pressure, body mass index (BMI), waist circumference, and pre-diabetes risk.

6. What happens if an employee is at risk for diabetes?

Employees that score in the pre-diabetic range on their pre-diabetes assessment can receive a finger-stick A1C test, which indicates their average blood sugar over the last 3 months.

7. What happens if an employee has very high blood pressure?

AP will recommend the appropriate level of follow-up care, based on participants' results and clinical guidelines.

8. How will these numbers be used?

All employee information shared with Affiliated Physicians will be kept confidential. WorkWell NYC will only receive de-identified, aggregate data. **NO** employee-level metrics will be shared with WorkWell NYC or individual agencies.

9. What happens if I want to cancel my event?

Clinics must be cancelled more than 10 business days in advance. If a scheduling conflict arises, AP can try to reschedule your screening event for a different date. Please contact workwell@olr.nyc.gov to cancel or reschedule your event.