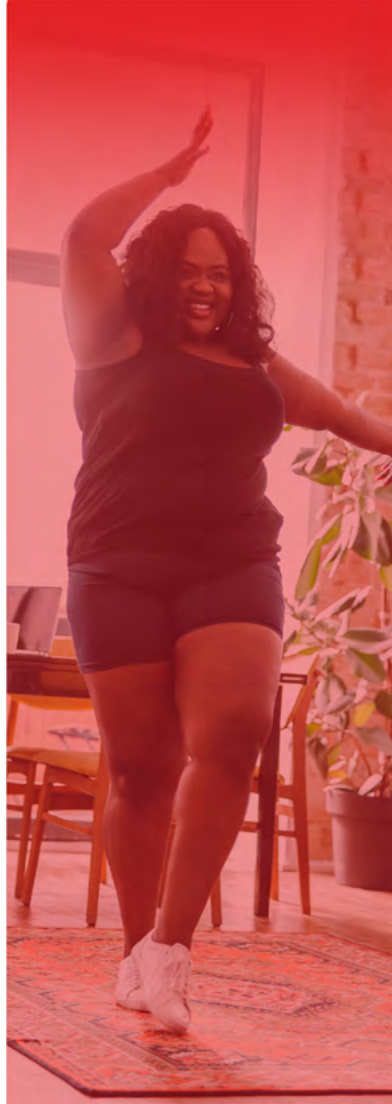
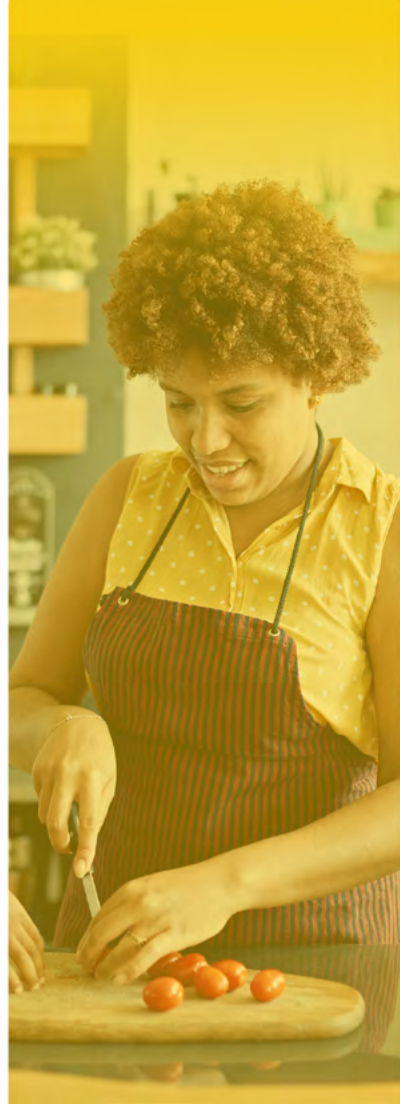


DUVAL COUNTY PUBLIC SCHOOLS

# *Journey to* *Wellness*



The  
**30**  
DAY

# **LOSE A LITTLE & WIN A LOT!!!**

**Healthy Weight Challenge - Employee Guide**

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## Questions?

Contact your  
Program Coordinator:

**Adele Herring:**  
904-390-2076

## Connect with us!

Stay up to date by following  
us on social media:

[@DuvalSchoolsHr](#)



# Welcome



## WELCOME AND CONGRATULATIONS ON JOINING THE 30-DAY HEALTHY WEIGHT CHALLENGE!

This program is designed to encourage healthy, long-term weight loss through a combination of nutritious, well-portioned meals as well as regular heart-healthy exercise. The goal over the next 30 days is to help you get in tune with what motivates you and to teach you simple (yet effective) healthy lifestyle skills that can be continued beyond our time together.

As a participant, you will be competing against yourself and your co-workers to see who can meet their goals every week. At the end of the four weeks, individuals who met their goals each week will be named Healthy Weight Champions!

In this competition, participation will be tracked weekly and updates will be provided throughout. The top Healthy Weight Champion during the four-week program will win the Grand Prize of a Fitbit or \$50 Amazon gift card (your choice). Show up each week to be entered into smaller weekly raffles for items such as travel blenders, healthy cookbooks, gift cards, and more!

DCPS is committed to helping you achieve your best health. Rewards for participating in this wellness program are available to all employees enrolled in the School Board's self-funded health plan. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means.

Contact us at [wellness@duvalschools.org](mailto:wellness@duvalschools.org) and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

This guide should be used for informational purposes only and should not be construed as medical advice. Please consult a doctor with any questions and before making changes to your lifestyle.

# Program At-A-Glance

## Dates & Times

The challenge begins May 1<sup>st</sup> and will end May 31<sup>st</sup>.

The program consists of weekly webinars, emails and social media posts, and other wellness activities to keep you and your co-workers encouraged along the way.

To participate you must be enrolled in the School Board's self-funded health plan.

## Weekly Activities

As a participant, you will be asked to perform two to three activities that correspond with the weekly theme. Complete the activities by Friday of each week and you will be entered into both the weekly and grand prize winner raffles! Winners will be announced each Wednesday via email.

All information collected will be kept confidential, and used solely for the Healthy Weight Challenge. Only your name will be shared with co-workers and fellow competitors for recognition in reaching your goals each week.

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### May 1<sup>st</sup> - May 7<sup>th</sup> || **Week 1: Getting Started**

*In Week 1, we will be identifying your baseline starting points, and what motivates you to make a healthy lifestyle change.*

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### May 8<sup>th</sup> - May 14<sup>th</sup> || **Week 2: Eating Healthy**

*In Week 2, we will learn how eating a well-balanced diet helps fuel your body with the vitamins, minerals, and nutrients it needs.*

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### May 15<sup>th</sup> - May 21<sup>st</sup> || **Week 3: Stepping it Up**

*In Week 3, we will learn that the key to success is starting slowly and increasing the difficulty of your workouts as you become more fit.*

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### May 22<sup>nd</sup> - May 31<sup>st</sup> || **Week 4: Maintaining Motivation**

*In this final week, we will revisit the reasons why you started this challenge in the first place & learn about DCPS exclusive resources you can access.*

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**Those who successfully complete all four weeks, will be entered to win your choice of a Fitbit or \$50 Amazon gift card!**

# Week 1: Getting Started



## WEEK 1 RAFFLE

PRIZE: *Gift Card*

ACTIVITIES DUE

WINNER DRAWN



*Before starting any new fitness, nutrition, or weight-loss plan, it is a good idea to understand your current health and fitness level. In Week 1, we will be identifying your baseline starting points, and what motivates you to make a healthy lifestyle change.*

### ACTIVITIES

- Complete the FloridaBlue Health Assessment through your Florida Blue [Better You Strides Portal](#). On the Go? Try it out on the **Always On app!**



- Watch "[Connect to Your Personal Motivator \(6 min\)](#)"

*If you've attempted to make health improvements in the past, you may have experienced setbacks due to lack of motivation. This snack-sized webinar will help you define your powerful motivators for change as you work toward your goals.*

- Take a "Before" picture and write down three (3) things motivating you to create and maintain a healthy lifestyle.



## RESOURCES

### Assessing your Health & Fitness level

- **Know your numbers** – There are upcoming onsite biometric screening events throughout the month of May. Check the monthly [Employee Wellness Newsletter](#) for locations and times. It's completely FREE to employees!
- **Talk to your doctor** – It's always good to get your Annual Physical. Impress your doctor by letting them know you're starting a new nutrition/fitness plan!

### Setting Healthy Weight-loss Goals

Losing unwanted weight, eliminating bad habits and improving heart health are the goals, but how can you do it efficiently and safely?

- [According to the CDC](#), you should try to lose about 1-2 pounds per week. You may lose more at first, but don't become discouraged if weight loss slows as weeks go on.
- Focus on long-term success. Shedding extra weight and keeping it off is far more impressive than large, temporary weight loss. Learn more about [setting healthy goals](#).

# Week 2: Eating Healthy



## WEEK 2 RAFFLE

PRIZE: **Gift Card**

ACTIVITIES DUE

WINNER DRAWN



*This week is all about healthy eating. Eating a well-balanced diet helps fuel your body with the vitamins, minerals, and nutrients it needs. In addition, eating healthy can help you fight off chronic conditions, boost your immunity, give you energy, improve your sleep and support brain function. Getting your daily dose of essential macronutrients, such as fats or carbohydrates, is crucial to your overall health.*

ACTIVITIES ✓

- Watch "[Eat Well for a Busy Life \(16 minutes\)](#)"

*Making healthy meals doesn't have to take a lot of time or require mastering complicated recipes. There are many ways you can save time in the kitchen and still eat delicious, healthy food. Discover the 10 secrets to cooking healthier along with valuable time-saving tips. Learn strategies for choosing nutrient-rich foods when eating out and take home some delicious recipes!*

- Take a picture of a healthy meal you made this week and share it with us by tagging it [#HealthyWeightChampion](#).

**DON'T FORGET ABOUT WATER!**

There are many health benefits from drinking water, including weight loss & reduced fluid retention.

## RESOURCES

### Free Food & Activity Tracking Apps

NAME	ACCESSIBILITY
<a href="#">MyFitnessPal</a>	Online or via App
<a href="#">Fit Day</a>	Online or via App
<a href="#">MyPlate</a>	Online or via App

### Quick Tips

- [Try meal prepping](#) - When you cook a meal, make extra servings to freeze or eat for lunch the next day. Share your favorite recipes with the DCPS community! [#HealthyWeightChampion](#).
- Do not skip meals or deprive yourself of food. A huge part of creating a healthier life-style includes making good food decisions (not simply eating less!). For healthy recipes, check out [nutrition.gov](#).
- Don't let grocery shopping get you down! Check out [these nine tips](#) to help you prepare a healthy grocery list.

May 15 - May 21

# Week 3: Stepping it Up



## WEEK 3 RAFFLE

PRIZE: *Travel Blender*

ACTIVITIES DUE

WINNER DRAWN



*Weight loss doesn't just happen in the kitchen. Exercising is crucial. But you don't have to sign up for a marathon to see the benefits. In fact, a balanced exercise regimen should include aerobic exercise, strength training and stretching. In Week 3, we will learn that the key to success is starting slowly and increasing the difficulty of your workouts as you become more fit.*

### ACTIVITIES

- Watch "[Walking For Your Health \(16 minutes\)](#)"

*Walking is an easy, fun, and low-cost activity you can do no matter your age. And the health benefits will keep you going! Learn how walking can improve your mood, promote better sleep, reduce your risk of heart disease, and lower your stress. This presentation will cover setting goals, selecting correct walking shoes, avoiding injuries, and staying motivated.*

- Get outside and go for a walk! [Click here](#) to find a walking/running route near you [#HealthyWeightChampion](#).

## RESOURCES

Find a balance that works for you! Here are some Discounted or [Free Workout Plans](#), including beginner-level, at-home, and bodyweight exercises:

- o [Fitness Your Way](#) gives you access to multiple gyms and virtual fitness classes, all with one membership.
- o [Florida Blue Retail Centers](#) are offering free virtual fitness classes! Get a quick workout in today by following the link below!
- o [Check out Blue365](#) for discounts on fitness devices and at-home equipment!

### *The 3 Components of an Exercise Program*

1. **Aerobic Exercise** - Try to get 20 minutes of aerobic training a day three to five times a week. Examples of aerobic activity include walking, running, biking, swimming, and dancing.
2. **Strength Training** - Try to get two strength-training workouts per week. The more lean muscle mass you have, the more calories you burn while at rest.
3. **Flexibility** - This is an important but often neglected element of exercise programs. Stretching increases your flexibility and decreases your risk of injury. Strive to stretch for a few minutes each day ([even while at your desk!](#))

May 22 - May 31

# Week 4: Maintaining Motivation



## WEEK 4 RAFFLE

PRIZE: **Gift Card**

ACTIVITIES DUE

WINNER DRAWN



*Wow. You made it all this way. Do you notice the difference? A healthy body is a happy body. Keep going strong, and you will keep feeling good! In this final week, we will revisit the reasons why you started this challenge in the first place. You will also learn about the DCPS exclusive resources to help you in this next phase of your weight-loss journey!*

### ACTIVITIES ✓

- Watch "[Master Your Motivation: Seven Strategies to Reach Your Goals \(35 minutes\)](#)"

*If you've attempted to lose weight, eat better, exercise, manage stress or make other improvements in your health in the past, you may have been frustrated by the inevitable come-and-go nature of motivation. This presentation will help you define your powerful motivators, and leave you with seven practical strategies that will empower you to consistently make choices that help you reach your personal health goals*

- Remember that "Before" picture? Now it's time to take an "After" picture! Feel free to share your progress with others by tagging [#HealthyWeightChampion](#).

## RESOURCES

### Nourish Yourself to Flourish

Your mental health is just as important as your physical health. When you start to feel burned out or fatigued, listen to your body and take time to recharge.

- DCPS's [Health Advocate Employee Assistance Program \(EAP\)](#) is FREE to all employees and family members, who all get six visits with a mental-health provider per issue per year!
- Download the [Headspace app](#) today! DCPS provides employees with free premium access to Headspace's meditation & mindfulness exercises for any mood & goal.

Looking for more? Check out the other healthy weight resources available to DCPS employees.

- [ThinMD Med Spa](#) (in partnership with DCPS and Florida Blue) - You can get access to medically supervised weight-loss programs at exclusive rates, starting as low as \$19.60/mo!
- [Next Steps Health Coaching Program](#) - Florida Blue's Better You Registered Nurses offer FREE individual health coaching to help you with healthy eating habits, stress, exercise, tobacco cessation, and more!
- [Diabetes Management Program](#) - If you have a diagnosis of diabetes and would like clinical support in managing your condition, Florida Blue has a program for you! Bonus: you'll receive FREE medications and supplies by joining the program. Contact Resa Askew (**904-390-2323**) for details.



# Closing Remarks

# AWESOME!

*Congratulations on 30 days of meal planning and exercise, cheesecake and French fry avoidance, walking and weightlifting. You've finally reached the end, & we would love your feedback!*

*If you were able to complete all four weeks, you will be entered to win...*

GRAND PRIZE  
WINNER DRAWING



**\$50 Amazon Gift Card**

OR



**Fitibit**



- [Submit your 30-day challenge](#) experience for an extra entry in the **Grand Prize Winner Raffle!**
- Missed a week? No problem! Use this survey as your opportunity to be entered into the **Grand Prize Winner Raffle.**

[TAKE THE SURVEY](#)

## YOU DID IT! THANKS TO EVERYONE FOR PARTICIPATING!

We hope you enjoyed the program. Just because the Healthy Weight Challenge is over doesn't mean you should stop being fit and healthy. Remember these tips to keep yourself healthy every day:

- Make your health a priority
- Eat well-balanced meals & drink plenty of water
- Add movement to your daily life by starting small & building over time.
- Find an program or partner to help keep you accountable & motivated.
- Sleep and allow your body time for recovery
- Listen to your body!
- Check out the resources in this guide to keep the momentum going!

# Notices

## **NOTICE REGARDING WELLNESS PROGRAM**

The Healthy Weight Challenge is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You are not required to complete the HRA or to participate in other medical examinations.

However, employees who choose to participate in the wellness program will receive an incentive of a raffle prize entry. If you are unable to participate in any of the health-related activities to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting [wellness@duvalschools.org](mailto:wellness@duvalschools.org).

The information from your HRA will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as health coaching. You also are encouraged to share your results or concerns with your own doctor.



**Duval County Public Schools**

**904-390-2000**

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Jacksonville, FL 32207

## **PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION**

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program may use aggregate information it collects to design a program based on identified health risks in the workplace, the Healthy Weight Challenge will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate. If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact [wellness@duvalschools.org](mailto:wellness@duvalschools.org).