

## 2021 – Salve Regina University Wellness Rewards Program Overview

Welcome to the Salve Regina Wellness Rewards Program! Your health is important, and we hope the program will help you reach all your health and fitness goals. The Wellness Program begins January 1, 2021 and ends December 15, 2021. The program and credit details can be found below.

- \* **Complete any four activities to earn 4 credits during CY 2021 to obtain a reduced employee healthcare contribution “Wellness Rate” in 2022.**

Please note: By participating in wellness program activities, including disease management and health coaching, you understand that your participation may be shared with your employer. In agreeing to participate, you authorize Tufts Health Plan to disclose your participation in a program to your employer's benefits plan staff, if necessary, to administer a wellness program. Please see the Privacy Notice for more details.

Program Activity	Credits per completed activity
Wellbeing Assessment (WBA)	1
Annual Well Visit Form	1
Tobacco Free Affidavit	1
TIAA online seminar or 1:1 visit	1
Virtual Coaching Program	1
Employer Worksite Activity	1
Individual Wellness Challenges – available quarterly	1
Online Seminars	1
Online Conversations	1
Individual Fitness Tracker Challenges – available in April and October	1
Lifestyle Coaching (Tufts Health Plan Members)	1
Condition Management (Tufts Health Plan Members)	1

Activities must be completed by **December 15, 2021** for incentive distribution in **2022**. If you reach your goal, keep on going!

### **Wellbeing Assessment (WBA)**

Completing your WBA is a great way to learn how healthy you are and how your lifestyle choices make a difference. The WBA is **completely confidential** and only takes about 15–20 minutes to complete. When you are done, you will receive a personal health report which provides you with your overall wellness score, detailing areas where you are doing well, and areas that you could improve. You will get 1 credit when you finish the assessment. Salve Regina University will not see your results. To get the best results from your WBA, have your most recent health measures in hand. Enter your height and weight for BMI, blood pressure, total cholesterol, HDL, and glucose. You cannot return to the WBA once you hit **SUBMIT**. Be sure to have all your information in hand before starting. You may **SAVE** and **RETURN** to complete, but do not SUBMIT until you are fully ready. If you enter at

least three health measures, you can earn an additional credit. If you know your LDL cholesterol and triglycerides, include those numbers in your WBA as well to get a total picture of your health.

### **Annual Well Visit Form**

Take the well visit form obtained online by logging into the health portal, clicking on Reward tab, select Credits from the drop-down list, and scroll through the page to find the Annual Well Visit Form. Click 'Get Started' and then select the print icon at the top of the page. Print the form and take it with you to your 2021 well visit and have your primary care doctor complete and sign. You can then return the form to the address provided or via fax or email (see instructions on the form). You will earn 1 credit for completing and returning the form.

### **Tobacco Free Affidavit**

Complete the online form and certify and declare that you are not a tobacco user and have been tobacco free for at least four months from the date of the completion of the Affidavit. You will receive 1 credit for this activity.

### **TIAA Online Seminars and/or 1:1 visit**

View an online seminar or make a one on one appointment with Salve's financial consultant and complete an affirmation form to get 1 credit for participating.

### **Virtual Coaching Program**

Reach your health goals, big or small, working at your own pace with a virtual coach online! Choose your focus area: improving your diet, managing stress, getting more physically active, and more. Set your goal and get started with healthy steps you can take to reach it. Log in to complete at least one healthy action each week in six different weeks and a check-in assessment to reach a milestone. You will earn 1 credit when you finish a milestone.

### **Employer Worksite Activity**

Salve Regina has chosen several wellness activities for you to choose from. Just complete the Worksite Activity Form on the health portal to earn credit for participating.

### **Individual Wellness Challenges - 2021**

Challenges give you the opportunity to track healthy behaviors and get credit for them! Look for these upcoming chances to develop healthier habits! You will get 1 credit when you finish a challenge, and you can participate in up to four challenges per year for a maximum of 4 credits. Please note that the last day to track your activity is the last day of the month.

#### **Finding Financial Fitness (February)**

Statistics show that most Americans are concerned with their financial health. And for good reason! Establishing and maintaining healthy spending and saving habits are as important to your wellbeing as proper nutrition and regular exercise. Having financial stress can lead to loss of sleep, overeating, depression and anxiety. This challenge can help you to get your finances in order and on the path to finding financial wellness.

#### **Take Charge of Your Health (May)**

You can make a BIG impact on your health by making one SMALL change and sticking with it! Choose one healthy habit to put into practice daily. In this challenge improve your health by making small changes to your physical activity, sleep, mindfulness and dietary habits!

#### **Fuel Your Day (August)**

Two healthy steps you can take daily to boost your energy to help you reach your peak performance: Eat healthy snacks and take time during your day to stretch. Why? Healthy snacks can add fiber and nutrients to your diet without unwanted calories. They can give you an

energy boost during the day and prevent you from overeating at meals. Taking time to stretch relieves muscle pain and tightness, lessens tension due to stress and improves circulation, balance and flexibility.

### **Habits for Happiness (November)**

Spend time this month focusing on gratitude and mindfulness. You will earn 1 point for each healthy activity that you adopt that promotes personal growth. Go above and beyond to help someone, add twenty minutes of additional activity to your day, eat mindfully (eat a meal without distraction), take time to relax, or write down one thing you are grateful for each day.

### **Online Seminars**

Want to learn more about a health topic in 15 minutes? Try out a seminar right here online! A new seminar is released each month and you can check them out anytime, 24/7. You will earn 1 credit per seminar (max of two credits per year).

### **Online Conversations**

Strike up a conversation about your health! Receive information about a variety of healthy living topics and health conditions. Answer a few questions during the conversation to receive personalized advice and a printable action plan to help you make healthier choices. You will earn 1 credit for each conversation completed (max of two credits).

### **Individual Fitness Tracker Challenge**

Being physically active is important to overall good health. Get active and accumulate 416,000 steps over this three-month challenge to earn 1 credit per challenge. You can reach the goal by taking 10,000 steps on about half the days during the challenge or about 5000 steps every day. You can synch your wearable device or app to the Wellness portal, or self-report your steps for this challenge. This challenge is offered twice per year beginning April 1<sup>st</sup> and October 1<sup>st</sup>.

### **Lifestyle Coaching\***

Sometimes it is hard to reach long term health goals and easy to get discouraged along the way. You can work one-on-one with a lifestyle coach on goals such as losing weight, eating better, getting more exercise, quitting tobacco or dealing with stress. Over this 6-month program, you and your Coach will work together as a team to meet your health goals.

When you complete the Wellbeing Assessment (WBA), your results may show that you are at risk for diseases such as heart disease or diabetes. If that is the case, you will be offered a lifestyle coach and your invitation to participate will be on your homepage. Click the invite to sign up online or wait for an email or phone call from an enrollment specialist inviting you to join in this program.

If you do not do the WBA, you may still enroll in coaching by filling out the registration form on your homepage or by calling 866-201-7919. Once signed up, you can work with your coach by phone or through this web site as many times as you like – you have unlimited access to your personal lifestyle coach for 6 months. With lifestyle coaching, you'll receive helpful information, tips and a place for you to track your goals and progress online.

Working with a lifestyle coach is voluntary and confidential. You will receive 1 credit once you enroll and complete your initial assessment call with your lifestyle coach. *\*Available to Tufts Health Plan Members*

### **Condition Management\***

If you are living with a chronic condition, our condition management programs can help you better manage your symptoms and improve your quality of life. Taking part in the program is voluntary and confidential. If you qualify for condition management, you will be contacted by an enrollment specialist who will talk with you about how you

are managing your condition and invite you to work with a personal nurse care manager to support you over the phone, online and through the mail.

This program addresses the following conditions and provides a personal care plan to help you manage and stabilize your condition to improve your quality of life.

- Heart failure
- Coronary artery disease
- Diabetes
- Chronic obstructive pulmonary disease

New participants who are identified as **moderate** or **high risk** receive 1 credit for completing an initial assessment with a nurse. Participants who are already enrolled in Condition Management can earn 1 credit for each call with a nurse. *\*Available to Tufts Health Plan Members*

### NOTICE REGARDING THIS WELLNESS PROGRAM

The Salve Regina Wellness Program is a voluntary 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 may choose to complete a voluntary wellbeing assessment (WBA) that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., diabetes, heart disease). You will also be asked to enter biometric information such as your blood pressure, body mass index, etc. You are not required to complete the WBA or enter your biometric information. Employees who choose to complete the WBA will receive feedback information to help you understand your current health and potential risks. You are encouraged to share your results or concerns with your own doctor.

Employees who choose to participate in the wellness program and who are on the University's health insurance plans will receive incentives as indicated earlier in this notice. If you are on the University's healthcare plan and unable to participate in any of the health-related activities or unable to achieve an incentive under these programs due to a medical reason, you may contact Claudia in the Office of Human Resources to explore other alternatives and/or to request a reasonable accommodation.

Both Salve Regina University and Tufts Health Plan are required by law to maintain the privacy and security of your personally identifiable health information. Although Salve may receive aggregate information to design future wellness programs, Tufts will not disclose your WBA results with Salve. Medical information 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 disclosed except to the extent permitted by law to carry out specific activities related to the wellness program. You may not be discriminated against in employment because of medical information you may provide as part of participating in this wellness program, nor may you be subjected to retaliation if you choose not to participate.