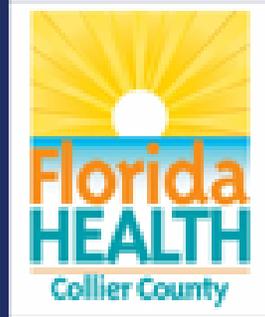




# Passport to Wellness



Collier County, USA



## HEALTHY COLLIER BUSINESS GUIDE

### PASSPORT TO WELLNESS TOOLKIT

*A resource guide for the worksite wellness program, Passport to Wellness, for your business or organization.*

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# INTRODUCTION

## Introduction

### WHO

Anyone! Individuals can participate at your business or organization.

### WHAT

**Passport TO Wellness** is a **FREE** program created by the Florida Department of Health in Collier County to raise awareness of health behaviors for employees. The purpose of this program is to educate the community about maintaining a balanced lifestyle.

### WHEN

The 4-week program is easy-to-implement and can provide your worksite with the initial assistance to implement a worksite wellness program! The benefit of this program is it can be tailored to the strengths of your employees. We recommend an initial length of 4 weeks but this challenge may be as short or as long as you desire.

### WHERE

Anywhere! This program encourages a balanced lifestyle; participants even get points for adequate sleeping. Employees should be encouraged to participating wherever by taking a few small steps. Making healthy changes can occur in the workplace, at home, and even on vacation. Use your imagination!

### WHY

The greatest impact of health is it's correlation with productivity. According to the Public Health Institute, "A healthier workforce brings higher productivity, fewer work days missed and lower health insurance costs" (2014). Chronic diseases caused by poor health leads to increased health expenditures which cut into business profits and productivity. Not only does a healthier lifestyle increase physical health, but it also improves mental health, self- esteem, and morale!

### HOW

Call one of our Health Education Specialist at (239) 252-2594 or visit our website at [www.HealthyCollier.org](http://www.HealthyCollier.org) for tips and steps to get started!

## COST-SAVINGS FOR YOUR ORGANIZATION



### **Cost-Savings for Your Organization**



Overall prevention in the worksite pays. Providing small investments in the workplace can create big returns for businesses!

#### **Did you know?**

- For every \$1 spent towards workplace wellness employers can save up to \$6!
- Workplace wellness programs can reduce sick leave, medical costs, and worker's comp up to 25%!
- A 1% reduction in health risks can save as much as \$83-\$103 annually in medical costs per person!
- 67% of the workforce is overweight or obese.
- The annual cost of obesity among full-time employees is \$73 billion.
- 50% of company profits go towards health care costs.
- \$153 billion is lost to employers annually due to absenteeism from workers who are overweight or obese and have other chronic health conditions.

**\*An abundance of FREE Resources can be found at [www.HealthyCollier.org](http://www.HealthyCollier.org)\***

## The Passport

### OVERVIEW

**Passport to Wellness** is a **four-week** challenge to raise awareness about making healthy choices. The overall goal for individuals is **2,000 points** and for the organization, school, class or family is **95,210 points** (goal may be reached before or after 4 weeks, based on the number of participants). The numbers **95210** are not random; they represent daily goals that will help you achieve this challenge:

- **9: SLEEP**- the number of hours of sleep we should get daily (at least 7 for adults, 9 for children)
- **5: FRUITS AND VEGETABLES** -how many servings of fruits and vegetables we should eat daily
- **2: SCREEN TIME**- limit recreational screen time (television, internet, video games, etc. not work or school related) to 2 hours or less daily
- **1: PHYSICAL ACTIVITY**- aim for a minimum of 1 hour (60 minutes) of physical activity each day
- **0: SUGARY BEVERAGES AND TOBACCO** -eliminate sugary drinks (soda, juice, energy drinks, etc.) and tobacco products.

In addition to earning points for the **95210** goals, individuals can earn points by attending worksite wellness events, attending a farmer's market, preventative efforts and bonus opportunities.

Individuals are responsible for tracking their weekly behaviors using the Passport. Points are awarded when daily goals are met and weekly totals can be submitted to coordinators. The following are examples in each category:

# THE PASSPORT

## 95210 GOALS

Individuals will track their health behaviors daily and record on the tables in the Passport. Points are rewarded differently for each behavior (**95210**) and are explained at the bottom of each page.

Points for the goal of **2 Hours or less of Screen Time** can be tracked using the following chart:

| Day          | Week 1     |        | Week 2     |        | Week 3     |        | Week 4     |        |
|--------------|------------|--------|------------|--------|------------|--------|------------|--------|
|              | # of Hours | Points |
| Monday       | 3          | 0 /5   |            | /5     |            | /5     |            | /5     |
| Tuesday      | 1          | 5 /5   |            | /5     |            | /5     |            | /5     |
| Wednesday    | 0          | 5 /5   |            | /5     |            | /5     |            | /5     |
| Thursday     | 1          | 5 /5   |            | /5     |            | /5     |            | /5     |
| Friday       | 1          | 5 /5   |            | /5     |            | /5     |            | /5     |
| Saturday     | 4          | 0 /5   |            | /5     |            | /5     |            | /5     |
| Sunday       | 2          | 5 /5   |            | /5     |            | /5     |            | /5     |
| <b>Total</b> | 12         | 25 /35 |            | /35    |            | /35    |            | /35    |

**2 or less than 2** hours of screen time/daily=5 points. **More than 2** hours of screen time/daily= 0 points.

## WELLNESS EVENTS

Passport to Wellness Coordinators can plan on-site or virtual wellness events.

### WELLNESS EVENTS

Attending a wellness event sponsored by your worksite will earn you **100 points per event**. Events can include topics related to physical, emotional, and financial health. If you are unable to attend a wellness event due to schedule conflicts, point credit may be given if documentation of similar topic is submitted (please contact your Passport to Wellness coordinator(s) for more information).

| Wellness Event | Topic                  | Points   |
|----------------|------------------------|----------|
| Event #1       | Pilates Class          | 100 /100 |
| Event #2       | Healthy Eating Seminar | 100 /100 |
| Event #3       | Zumba                  | 100 /100 |
| Event #4       | Walking Club           | 100 /100 |

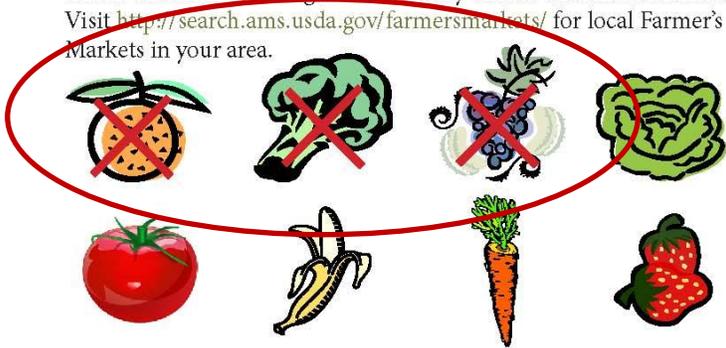
# THE PASSPORT

## FARMER'S MARKET AND BONUS OPPORTUNITIES

Individuals receive 100 points for every Farmer's Market they attend. Passport to Wellness Coordinators can also offer various bonus opportunities (i.e. participating in a walk/run, trying a new fruit or vegetable, volunteering, etc.).

### FARMER'S MARKET

Attending a Farmer's Market will earn you **100 points per visit**. Check off one fruit or vegetable for every visit to a Farmer's Market. Visit <http://search.ams.usda.gov/farmersmarkets/> for local Farmer's Markets in your area.



1 Visit to a Farmer's Market=1 Fruit or Vegetable=100 points.

### BONUS OPPORTUNITIES

Bonus opportunities can be given by Passport to Wellness coordinator(s) for **VARIOUS point amounts**. The opportunities should encourage healthy lifestyle, community involvement or wellness promotion (examples include: 100 points for 5k walk or run, beach clean-up, etc).

| Bonus        | Points     | Bonus    | Points |
|--------------|------------|----------|--------|
| Bonus #1     | 100        | Bonus #5 |        |
| Bonus #2     | 200        | Bonus #6 |        |
| Bonus #3     | 100        | Bonus #7 |        |
| Bonus #4     | 100        | Bonus #8 |        |
| <b>Total</b> | <b>500</b> |          |        |

## PREVENTABLE EFFORTS

Points are awarded for each completed preventable efforts (only 1x per challenge).

### PREVENTABLE EFFORTS

| EAT  | Points          | CONNECT  | Points          |
|--|-----------------|--|-----------------|
| Cook meals that are <b>plant-based</b> , using beans, tofu or less meat (right portion size of meat: deck of cards). | 100 /100        | Put loved ones <b>first</b> (establish family rituals like dinner together at least 3 times a week, game night, etc.). | 100 /100        |
| Stop eating when you are <b>80 percent full</b> (use smaller plates, put away food after serving, sit while eating). | 100 /100        | <b>Surround</b> yourself with people that reinforce healthy living.  | 0 /100          |
| <b>Replace</b> junk food with snacks like fruits, vegetables or nuts.  | 100 /100        | Actively <b>participate</b> in your community (join a church, club, group, etc.).                                      | 0 /100          |
| MOVE   |                 | RELAX  |                 |
| Be <b>active</b> without thinking about it (take stairs, walk during breaks, etc.).                                  | 100 /100        | Spend time on <b>yourself</b> (do a hobby, take a class, learn a language, travel, etc.).                              | 0 /100          |
| Start a <b>walking group</b> (invite family, friends, co-workers, neighbors, etc.).                                  | 100 /100        | Determine your <b>life purpose</b> (happiness, family, volunteer, etc.).   | 0 /100          |
| Challenge yourself by creating <b>goals</b> based on your current health status.                                     | 0 /100          | Take time to <b>relieve stress</b> (meditate, pray, take a break, etc.).   | 100 /100        |
| <b>Total</b>   | <b>500 /600</b> |  | <b>200 /600</b> |

Total Points Earned= 700 /1,200 points

# THE PASSPORT

## TOTAL POINTS

On the final page of the Passport, participants can track weekly totals. The final total can be submitted for the competition.

Thank you for participating in **PASSPORT TO WELLNESS!**  
Please add up your points from each section. Track your progress weekly and submit point updates to designated persons (contact Passport to Wellness Coordinator(s) for more information).

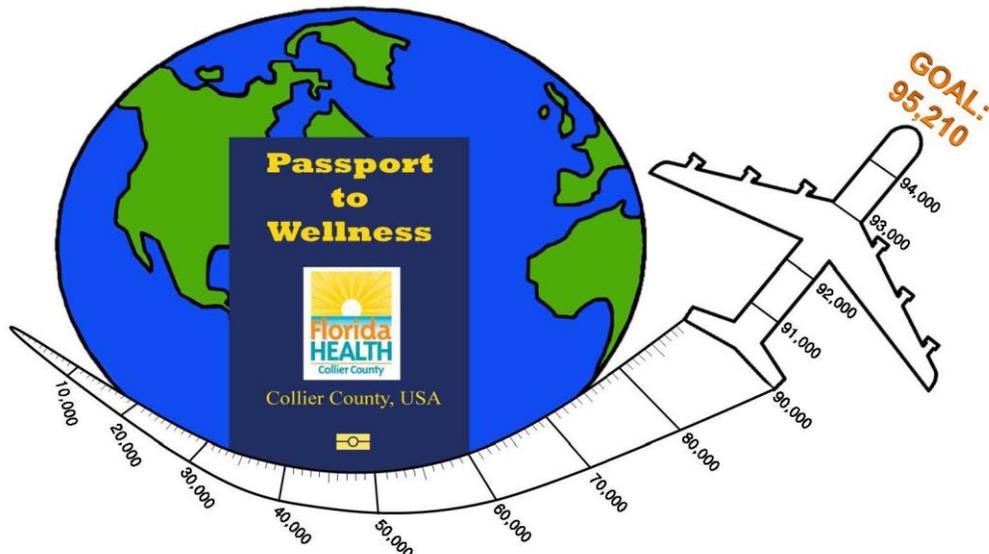
*HOW FAR DID YOU GO?*

| Week         | Total Points Achieved |
|--------------|-----------------------|
| Week #1      | 560 /1,195+           |
| Week #2      | 900 /1,195+           |
| Week #3      | 700 /1,195+           |
| Week #4      | 630 /1,195+           |
| BONUS        | 1,500 /Various        |
| <b>Total</b> | <b>4,290 /14,780+</b> |

## TRACKING POSTER

Post as a visual reminder and color or shade to show progress of total points during challenge (i.e. Week 1, Week 2, etc.).

### DOH Cumulative Wellness Points



## TOOLS TO USE

### Tools to Use

On the following pages, the “tools to use” will help assist you and your employees during the Passport to Wellness program. Here a few included tools to use but you can find a more comprehensive list at: [www.HealthyCollier.org](http://www.HealthyCollier.org)

#### TOOLS TO USE

- **Calendar of Health Tips-** send out daily health reminders to employees via e-mail or post in common area (i.e. break room or hallway) to motivate. For a comprehensive list of health tips or to download the example template, visit the “Healthy Business: Health Tips” section on our website ([www.HealthyCollier.org](http://www.HealthyCollier.org))
- **Evaluation of Passport to Wellness-** quotes from previous participants in the Passport to Wellness program. Also, survey results from evaluation on effectiveness of the program. For more information, visit the “Healthy Business: Passport to Wellness” section on our website ([www.HealthyCollier.org](http://www.HealthyCollier.org))
- **Places to Play-** a list of SWFL resources including parks and trails to assist employees to get outside and get active. Click on the name of place that interests you to get more information on their website. For more information, visit the “Healthy Business: Places to Play” section on our website ([www.HealthyCollier.org](http://www.HealthyCollier.org))
- **Pre- and Post- Survey Template and Custom Results-** custom link will be created for your business or organization for online pre- and post-survey. Results of each survey will be calculated by our team and distributed to Passport to Wellness coordinators. For more information, visit the “Healthy Business: Passport to Wellness” section on our website ([www.HealthyCollier.org](http://www.HealthyCollier.org))

## CALENDAR OF HEALTH TIPS

### MONTH

| Monday  | Tuesday  | Wednesday   | Thursday  | Friday  |
|---|--|---|---|---|
| Eat your colors! Challenge yourself to try orange/yellow, blue/purple, white, red, and green fruits and vegetables! See if you can eat every color this week! | Eat at least 5 servings of fruit and vegetables daily!   | Devote a portion of your break to being active! Take a little stroll around the office or park nearby to clear your mind and release your stress.             | Love Yourself and Be Heart Healthy! Include regular physical activity and a low in fat, high in fiber diet! | Aerobic activity releases endorphins, which are your 'feel-good' hormones. Such activity can help regulate anxiety, block pain signals, and create feelings of calmness and euphoria. |
| Challenge yourself: Don't take the elevator at all this week, take the stairs every time! Little steps make a BIG difference.                                 | Try a new activity today! Roller skating, Biking, Yoga, Kickboxing? You never know what you might enjoy!   | Make time for fun this week! Your mental health is just as important as your physical health! Time manage to make time for work and play!                     | Limit foods and drinks high in calories. Calories do count in maintaining a healthy weight!                 | Invite a friend to join your daily physical activity! Having a friend may make the activity more fun for the both of you!   |
| Weekly Challenge: Don't turn that TV on when you get home! Walk your dog or kick the soccer ball around with the kids, do something active!                   | Got water? Did you know you should drink at least 8 glasses of water a day?! Make sure to drink plenty of water before, during, and after physical activity! | Make sure to get 7-9 hours of sleep every night. Try creating a bed time routine that allows for appropriate sleep.   | Limit yourself to eating out only once a week! This saves money and promotes healthy living!                | Did you know there are a wide variety of places for recreational activity in Collier County? Some are even free! Check out parks and recreation to try something new!                 |
| Set healthy goals this week that are actually feasible and create a plan to accomplish them. Be sure to determine any barriers and find solutions.            | Challenge yourself to try a new or exotic fruit or vegetable this week! You never know what you may find and enjoy!  | Eat a variety of fruits, vegetables, and whole grains daily!  | Look up a healthier version of your favorite meal and try making it! Who knows you could enjoy it more!     | Don't forget happy hour! Personal connections you may enjoy during happy hour is an important factor in enjoying a healthy, long life!  |
| Step it up! Use a pedometer and challenge yourself to reach a certain number of steps by the end of this week!  | Did you know laughter is good for your body? Research has found that laughter lowers blood pressure, reduces stress hormones, and boosts immunity!           | Park farther away instead of raising your stress levels fighting for a front parking spot. The little extra exercise is good for you mentally and physically. | Breakfast is the most important meal so make it a healthy and good start for your day!                      | Have family dinner. Not only does this encourage healthier meal choices for you and your family but also quality family time to improve mental health.                                |

- Use this calendar to motivate employees by posting in break room or daily e-mail reminders. Template and other health resources can be found at: [www.HealthyCollier.org](http://www.HealthyCollier.org) (Healthy Business: Health Tips)

# Evaluation of Passport to Wellness

## Quotes from Previous Passport to Wellness Participants

**"I learned some interesting information during the lunchtime wellness events about foods we mindlessly consume, what is in the foods we eat, how to manage stress in ways I had not thought of before."**

**"Most people probably think they do a better job eating fruits and vegetables daily than they really do."**

**"It's a journey I believe that will be a permanent change for all of us."**

**"I always thought that I was a healthy eater, but boy was I off! The program really helped me focus on eating better and getting my fruits and veggies in. As a person who has always struggled with weight, and tried many diets and programs, I found this to be the most user-friendly - not writing down EVERYTHING you ate, trying to make "points" work."**

**"Excellent program; It has motivated me to consume more produce and less processed food. I've lost some weight, have more energy and feel more alert."**

**"I became more aware of healthy behaviors and the need to actively participate in my own health and well-being."**

## Evaluation of Passport to Wellness

### PRELIMINARY DATA FROM THE FLORIDA DEPARTMENT OF HEALTH COLLIER COUNTY:

- **43%** of employees ranked the Passport to Wellness program as **EXCELLENT**; 46% said the program was GOOD; 11% rated the program as OKAY; and 0% said the program was BAD or Very Bad.
- **87%** of Florida Department of Health in Collier County employees said that the Passport to Wellness Program **increased awareness** about their daily-health behaviors.
- **76%** of employees agreed that this worksite wellness program **improved** daily health-related behaviors.
- After completing the 4 week Passport to Wellness Program, **52%** of employees felt that they were at a **healthy weight**.
- Upon completion of the program, **43%** of employees said they currently **exercise** 3-4 days a week and **26%** said they exercised 5 or more days a week.
- When asked if they would participate in the Passport to Wellness Program again, **87%** of employees said they would!

## PLACES TO PLAY

# Nature Trails

Take a hike or even ride your bike



## Collier County

### Parks, Trails, and Preserves

[Florida Panther National Wildlife Refuge](#)  
[10,000 Islands National Wildlife Refuge](#)  
[Big Cypress National Preserve](#)  
[Corkscrew Swamp Sanctuary](#)  
[Corkscrew Regional Ecosystem Watershed](#)  
[CREW Marsh Trails](#)  
[CREW Cypress Dome Trails](#)  
[CREW Bird Rookery Swamp Trails](#)  
[CREW Caracara Prairie Preserve Trails](#)  
[Collier Seminole State Park](#)  
[Rookery Bay National Estuarine Research Reserve](#)  
[Picayune Strand State Forest](#)  
[Fakahatchee Strand Preserve State Park](#)  
[Everglades National Park](#)  
[Okaloacoochee Slough State Forest](#)  
[Alligator Flag Preserve – Conservation Collier](#)  
[Cocohatchee Creek Preserve—Conservation Collier](#)  
[Freedom Park— Conservation Collier](#)  
[Redroot Preserve – Conservation Collier](#)  
[Railhead Scrub Preserve – Conservation Collier](#)  
[Pepper Ranch Preserve – Conservation Collier](#)  
[Panther Walk Preserve – Conservation Collier](#)  
[Otter Mound Reserve – Conservation Collier](#)  
[Nancy Payton Preserve – Conservation Collier](#)  
[McIlvane Marsh Preserve – Conservation Collier](#)  
[Logan Woods Preserve – Conservation Collier](#)

## Lee County

### Park, Trails, and Preserves

[Hickey's Creek Mitigation Park \(Lee County\)](#)  
[Lehigh Acres Trailhead Park \(Lee County\)](#)  
[Shores Nature Trail Park \(Lee County\)](#)  
[Caloosahatchee Regional Park \(Lee County\)](#)  
[Six Mile Cypress Slough \(Lee County\)](#)  
[Alva Scrub Preserve](#)      [Billy Creek Preserve](#)  
[Bob Janes Preserve](#)      [Buckingham Trails Preserve](#)  
[Caloosahatchee Creeks Preserve](#)  
[Charlotte Harbor Buffer Preserve](#)  
[Columbus G. McLeod Preserve: \(Water Access Only\)](#)  
[Daniels Preserve at Spanish Creek](#)  
[Esterro Marsh Preserve](#)      [Galt Preserve](#)  
[Hickory Swamp Preserve](#)      [Hidden Cypress Preserve](#)  
[Matanzas Pass Preserve](#)      [Oak Creek Preserve](#)  
[Orange River Preserve](#)      [Pine Island Flatwoods Pres](#)  
[Pine Lake Preserve](#)      [Pineland Site Complex](#)  
[Pop Ash Creek Preserve](#)      [Powell Creek Preserve](#)  
[Prairie Pines Preserve](#)      [San Carlos Bay Preserve](#)  
[Telegraph Creek Preserve](#)      [West Marsh Preserve](#)  
[Wild Turkey Strand Preserve](#)  
[Yellow Fever Creek Preserve](#)  
[Yucca Pens Preserve](#)  
[Saint James Creek Preserve](#)

## Hendry County

### Parks, Trails, and Preserves

[Dinner Island Ranch Wildlife Mgmt. Area](#)  
[Spirit-of-the-Wild Wildlife Mgmt. Area](#)  
[Okaloacoochee Slough State Forest](#)

# 2014 EMPLOYEE WELLNESS PRE-SURVEY

## 2014 Employee Wellness Pre-Survey

Click [here](#) for online version.

**Your participation in this survey is completely voluntary and anonymous. Leave the questions blank you do not wish to respond. It should take less than 5 minutes to complete. Thank you in advance for your time and feedback.**

**Would you participate in a wellness program if offered by your employer?**

- Yes
- No

**How do you like to learn about health and wellness information (please select all that apply)?**

- Onsite Workshops
- Electronic Programs
- Group Support
- One-on-one Counseling

Other:

**What topics would you be interested in for worksite wellness (i.e. tobacco cessation, healthy cooking, weight management, exercise group, etc.)**

**What day would you be most likely to participate in a wellness program?**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Anytime (virtual)

**What time you would prefer wellness activities?**

## 2014 EMPLOYEE WELLNESS PRE-SURVEY

- Lunchtime
- A.M. (before work)
- P.M. (after work)
- Anytime (virtual)

### How long should a wellness activity last?

- 30 minutes
- 45 minutes
- 60 minutes
- 90 minutes

### I feel that my employer/workplace supports a healthy lifestyle.

- Yes
- No

### I receive the most support from my employer for:

- Tobacco Cessation (to help quit smoking)
- Weight Management
- Healthy Eating
- Physical Activity

Other:

### I feel that I am:

- Underweight
- Healthy Weight
- Overweight
- Obese
- Morbidly Obese

### How many hours of sleep do you get on average daily?

- None
- 1-3 hours
- 4-6 hours

## 2014 EMPLOYEE WELLNESS PRE-SURVEY

- 7-9 hours
- 10+ hours

**How many servings of fruit and vegetables do you consume daily?**

- None
- 1 serving
- 2 servings
- 3 servings
- 4 servings
- 5+ servings

**How many hours of recreational screen time (television, internet, video games, etc. not related to work or school) do you participate in daily?**

- None
- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5+ hours

**I typically exercise:**

- Never
- 1-2 days/week
- 3-4 days/week
- >5 days/week

**On average each DAY, I am typically active for a total of:**

- 0 minutes
- 15 minutes
- 30 minutes
- 45 minutes
- 60+ minutes

## 2014 EMPLOYEE WELLNESS PRE-SURVEY

### How often do you use tobacco products each day?

- Never
- 1 time a day
- 2 times a day
- 3 times a day
- 4 times a day
- 5+ times a day

# 2014 EMPLOYEE WELLNESS POST-SURVEY

## 2014 Employee Wellness Post-Survey

Click [here](#) for online version.

The following questions are about the Passport to Wellness program. Leave questions blank that you do not wish to respond. All results are anonymous and voluntary. The survey should take less than 5 minutes to complete. Thank you in advance for your time and feedback.

How would you rate the worksite wellness program, **Passport to Wellness**?

- Excellent
- Good
- Ok
- Bad
- Very Bad

Did Passport to Wellness increase **AWARENESS** of your daily health-related behaviors (i.e. fruit and vegetable consumption, sleep, physical activity, etc.)

- Yes
- No
- N/A

Did Passport to Wellness **IMPROVE** your daily health-related behaviors (i.e. fruit and vegetable consumption, sleep, physical activity, etc.)

- Yes
- No
- N/A

What did you **LEARN** that you did not know before Passport to Wellness?

What were your major **CHALLENGES** related to Passport to Wellness?

## 2014 EMPLOYEE WELLNESS POST-SURVEY

**I feel that my employer/workplace supports a healthy lifestyle.**

- Yes
- No

**I receive the most support from my employer for:**

- Tobacco Cessation (to help quit smoking)
- Weight Management
- Healthy Eating
- Physical Activity

**I feel that I am:**

- Underweight
- Healthy Weight
- Overweight
- Obese
- Morbidly Obese

**How many hours of sleep do you get on average daily?**

- None
- 1-3 hours
- 4-6 hours
- 7-9 hours
- 10+ hours

**How many servings of fruit and vegetables do you consume daily?**

- None
- 1 serving
- 2 servings

## 2014 EMPLOYEE WELLNESS POST-SURVEY

- 3 servings
- 4 servings
- 5+ servings



**How many hours of recreational screen time (television, internet, video games, etc. not related to work or school) do you participate in daily?**

- None
- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5+ hours

**I typically exercise on average:**

- Never
- 1-2 days a week
- 3-4 days a week
- 5+ days a week

**On average each day, I typically exercise:**

- 0 minutes
- 15 minutes
- 30 minutes
- 45 minutes
- 60 minutes or more

**How often to you use tobacco products?**

- Never
- 1 time a day
- 2 times per day
- 3 times per day
- 4 times per day
- 5+ times per day

## 2014 EMPLOYEE WELLNESS POST-SURVEY

I would participate in **Passport** *70* **Wellness** if it was offered again.

- Yes
- No

**Additional comments, suggestions or feedback:**

## CONTACT INFORMATION

### Contact Information

IF YOU WOULD LIKE TO IMPLEMENT THE “PASSPORT TO WELLNESS” WORKSITE WELLNESS PROGRAM AT YOUR BUSINESS OR ORGANIZATION OR FOR QUESTIONS REGARDING THIS RESOURCE GUIDE, PLEASE CONTACT OUR HEALTH EDUCATION TEAM.

TEL: (239) 252- 2594

E-MAIL:CCHD\_GEN\_INFO@FLHEALTH.GOV

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