



# HEALTH & WELLNESS

A GUIDE FOR BUSINESS



TRUROCOLCHESTERCHAMBER.COM

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# INTRODUCTION

Designing and managing an employee wellness program is an important step in improving the health and productivity of employees and potentially improving the overall cost of employer-provided health care.

The Truro and Colchester Chamber of Commerce is partnering with the NSHPCA through their Healing Pathways Community Fund, and several local groups to support the business community in establishing health and wellness programs for their staff.

There are many benefits of having a wellness program such as: Lowering health care costs, reducing absenteeism, increasing employee productivity, preventing or reducing injury, improving employee morale and loyalty, and reducing disability-related or workers' compensation costs. Another huge benefit of hosting a wellness program at your business is improved communication between staff and increased team spirit.

As each place of employment is different, each wellness program would vary based on the organizational needs and resources. It is strongly suggested that whatever type of program is implemented, that the employer set aside a budget to encourage participation and positive outcomes. We have included links to websites for ideas and guidance on creating specific types of programs. The wellness program may range from a very simple program with one or two goals, to an elaborate multi-activity program.

We encourage you to seek feedback from your employees on their wellness interests and goals to build a program that suits your workplace needs and resources. It is important to include a variety of components that target risk behaviors and the needs and interests of the employees.





# 5 BENEFITS OF STARTING A WORKPLACE WELLNESS PROGRAM

## 1 COMMUNICATION

Develop leaders, make connections and expect better communication. Solutions come left, right and center when your brand is aligned and employees are communicating.

## 2 CONNECTION

An employee-led wellness program builds internal connections among employees, strengthening your business.

## 3 CREATIVITY

Creativity is such an important skill in today's market. Happy and healthy employees are creative employees. Spark the fire and reap the benefits.

## 4 LEADERSHIP

Empowering your employees to develop and drive internal communications builds leadership skills and opportunities for growth.

## 5 EMPATHY

A culture of "we" achieves together. Building selfless understanding of everyone's role, skills and contributions is vital to any business built on teamwork.





**Canadian Mental  
Health Association**  
*Mental health for all*

## MENTAL HEALTH IN THE WORKPLACE

Increasingly, employers and employees are understanding the importance of mental health supports in the workplace. Work is where we spend a significant amount of our days and employees are looking for more than a paycheck. Employers want their workforce to be vibrant and inspired, and to deliver a high level of professionalism.

Considering employee's mental health through the establishment of boundaries and open dialogue can be an important part of retention. Employees appreciate clear expectations and the ability to have work/life balance. CMHA CEH can help you to figure out ways to bring increased mental health to both yourself and your employees.

We can provide important supports to your organization. Our staff can present workshops in mental wellbeing such as Mental Health in the Workplace, Mindfulness, Self-Care and Stress Management. Awareness workshops for managers and co-workers can include Mental Health 101 and SAFETalk, a suicide awareness program.

Our organization has a variety of programming options, all free of charge. For employee who may require clinical supports, we have an in-house counselling service called Couch of Hope for anyone who does not have EAP or other benefits. Employees can attend acupuncture, our Mental Health Support group, and a variety of social and recreational opportunities. We support a wide range of ages through our Youth Outreach, Community Outreach, Club Programming and Community Living Programs.

Should you wish to request services from us, or have an inquiry, please call our Community Outreach Worker at 902-895-4211 Ext 1 or email myself at [susancmha@gmail.com](mailto:susancmha@gmail.com). We are happy to help!

Yours in Community,  
Susan Henderson



# STAFF ACTIVITY IDEAS

## 1 A WALK IN THE GEOPARK

Count your steps yourself or as a group as you walk the equivalent distance of a trip through the Cliffs of Fundy Geopark.



## 2 SIMPLY STRETCH

In a group or on your own, keep track of the minutes you spend stretching over the next month and work your way up to a total of 200 minutes.



## 3 GET CREATIVE

Create something! It could be a painting, craft, learning to bake a cake, woodworking, gardening etc. Present your creative item to your co-workers.



## 4 AWESOME ASANAS

In a group or on your own, keep track of the minutes you spend doing simple yoga over the next month and work your way up to a total of 200 minutes.



## 5 GREAT PLATES

Bring a healthy dish to work on the day your employer chooses and staff will vote on the best dish served.







# WALK *the Geopark*



In a group or on your own, keep track of your steps over the next month and work your way along the Cliffs of Fundy Geopark. Mark off each location as you reach it.

Date: _____	Kilometres Travelled: _____
Date: _____	Kilometres Travelled: _____
Date: _____	Kilometres Travelled: _____
Date: _____	Kilometres Travelled: _____
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Date: _____	Kilometres Travelled: _____
Date: _____	Kilometres Travelled: _____

- START** Five Islands Provincial Park
- 14 KM** Cliffs of Fundy Welcome Centre
- 34 KM** Great Village
- 62 KM** Mikmaywey Debert National Heritage Site
- 74 KM** Fundy Discovery Site







# A WESOME ASANAS



*In a group or on your own, keep track of the minutes you spend doing simple yoga over the next month and work your way up to a total of 200 minutes.*

*Start Date:* \_\_\_\_\_

*End Date:* \_\_\_\_\_







# SIMPLY STRETCH



In a group or on your own, keep track of the minutes you spend stretching over the next month and work your way up to a total of 200 minutes.

*Start Date:* \_\_\_\_\_

*End Date:* \_\_\_\_\_







# STRETCHES

LEARN HOW TO WORK OUT AT THE WORKPLACE

TRICEPS STRETCH



- RAISE YOUR ARM AND BEND IT SO THAT YOUR HAND REACHES TOWARD THE OPPOSITE SIDE.
- USE YOUR OTHER HAND AND PULL THE ELBOW TOWARD YOUR HEAD.
- HOLD FOR 10 TO 30 SECONDS.
- REPEAT ON THE OTHER SIDE.

- CLASP HANDS TOGETHER ABOVE THE HEAD WITH PALMS FACING OUTWARD.
- PUSH YOUR ARMS UP, STRETCHING UPWARD.
- HOLD THE POSE FOR 10 TO 30 SECONDS.

UPPER BODY AND ARM STRETCH



UPPER TRAP STRETCH



- GENTLY PULL YOUR HEAD TOWARD EACH SHOULDER UNTIL A LIGHT STRETCH IS FELT.
- HOLD THE POSE FOR 10 TO 15 SECONDS.
- ALTERNATE ONCE ON EACH SIDE.

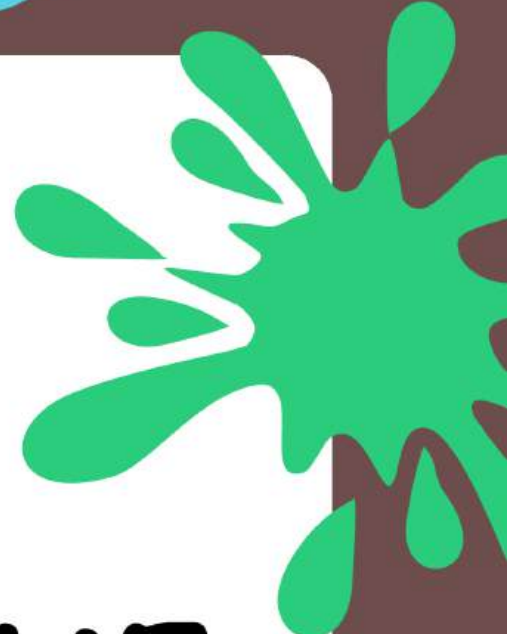
- RELAX AND LEAN YOUR HEAD FORWARD.
- SLOWLY ROLL TOWARD ONE SIDE AND HOLD FOR 10 SECONDS.
- REPEAT ON OTHER SIDE.
- RELAX AGAIN AND LIFT YOUR CHIN BACK TO STARTING POSITION.
- DO THIS THREE TIMES FOR EACH DIRECTION.

NECK STRETCHES









# GET CREATIVE

Create something! It could be a painting, craft, learning to bake a cake, woodworking, gardening etc. Present your creative item to your co-workers.

Date: \_\_\_\_\_









# GREAT *Plates*

Bring a healthy dish to work on the day your employer chooses and staff will vote on the best dish served.

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*Date for dishes*







## Programs & Services



- Individual Grief Support
  - Adult
  - Child & Youth
- Grief Groups
- Camps & Retreats
- Awareness Campaigns
- Grief Library
- Memorial Garden
- HUG Line of Products
- Community Workshops
- Professional Development



- Community Visitation
- Palliative Care Visitation
- Palliative Care Baking
- Awareness Campaign Support

### AVAILABLE ONLINE

#### Booklets

- What to Expect during End of Life
- Coping with Grief
- Coping with Grief - Kids Edition
- Supporting Children's Grief

#### Handouts

- Supporting Your Grief
- Rituals from Home
- Coping with the Holidays
- And more...

## CONTACT US

Colchester East Hants  
Hospice Society  
89 Queen Street  
Truro, NS B2N 2B2  
902.893.3265  
[questions@cehhospice.org](mailto:questions@cehhospice.org)



[cehhospice.org](http://cehhospice.org)





# WORKPLACE POSITIVITY CERTIFICATES

Custom employee recognition awards and plaques can be a great way to help build your team. Showing your employees that their work is both noticed and valued will go a long way toward keeping up morale and motivation. This guide includes 5 Workplace Positivity Certificates. Choose the employees who best fit these 5 categories and present them with their certificate.





# MENTORSHIP

## Award

An employee who takes those who are less experienced or newly hired "under their wing"

PROUDLY PRESENTED TO

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Owner/Manager Signature

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Date of Award







# CUSTOMER SERVICE

## Award

For the employee who routinely receives rave reviews for their customer service skills

PROUDLY PRESENTED TO

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Owner/Manager Signature

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Date of Award





# EXEMPLARY CHARACTER

## Award

Someone who has shown extraordinary integrity, poise, kindness, generosity, or more

PROUDLY PRESENTED TO

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Owner/Manager Signature

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Date of Award







# THE EPITOME OF TEAMWORK

## Award

Someone who goes out of their way to help team members even if it is not technically their responsibility

PROUDLY PRESENTED TO

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Owner/Manager Signature

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Date of Award





# EXCEPTIONAL TENURE

## Award

Recognizing someone who has stayed true to  
the company for an extended time

**PROUDLY PRESENTED TO**

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Owner/Manager Signature

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Date of Award







# NON-PROFIT RESOURCES



859 Prince Street, Truro,  
(902) 895-4211  
ceh.cmha.ca



580 Prince Street, Truro  
902-893 4566  
colchesterfoodnetwork.com



35 Commercial Street  
Suite 403, Truro  
(902) 897-4366  
colchestersac.ca



69 Brunswick Street, Truro  
(902) 897-0852  
elevatehercanada.ca



89 Queen St, Truro  
(902) 893-3265  
cehhospice.org



1027 Prince St, Truro  
(902) 895-0200  
maggiesplace.ca



33 Pleasant Street, Truro  
(902) 895-0931  
nhcsociety.ca



5595 Fenwick St, Halifax  
1 (855) 203-6252  
sheltermovers.com



67 Dominion Street, Truro  
(902) 895-4295  
thelotuscentre.net



P. O. Box 1681, Truro  
902-893-4844  
thirdplaceth.ca



29 Arthur Street, Truro  
(902) 956-4938  
trurohomeless.ca



605 Prince Street, Truro  
(902) 895-9313  
unitedwaycolchester.ca

# LOCAL BUSINESS RESOURCES



trurocolchesterchamber.com | oa@tcchamber.ca  
(902) 895-6328



canada.ca/en/atlantic-  
canada-opportunities  
(902) 890-0184



bdc.ca/en/business-  
centres/nova-scotia/truro  
(902) 893-7957



noblbusinessskills.ca  
alana.hirtle@cbdc.ca  
(902) 895-6625



colchester.ca  
(902) 897-3160



downtowntruro.ca  
info@downtowntruro.ca  
(902) 895-9258



futureworx.ca  
(902) 895-2837



investnovascotia.ca  
(902) 424-8670



millbrookband.com  
(902) 897-9199



stewiacke.net  
town@stewiacke.net  
(902) 639-2231



trurocolchester.ca  
info@tcpep.ca  
(902) 890-3120



ulnooweg.ca  
1(888) 766-2376



truro.ca  
inquiries@truro.ca  
(902) 895-4484





# MENTAL HEALTH & WELLNESS RESOURCES

211

If you have concerns about your safety and wellbeing, or the safety of others, you can call the Men's Helpline, Women's Helpline or All Genders Helpline. The helplines are free, confidential and available 24 hours a day, 7 days a week. Community resource navigators will connect you with someone who can help or just listen.

811

For non-emergency advice and information about mental health and addictions.

## 988: SUICIDE CRISIS HELPLINE

The 988: Suicide Crisis Helpline provides urgent, live, trauma-informed support by phone and text 24 hours a day, 7 days a week.

## GOOD2TALK NOVA SCOTIA

Good2Talk Nova Scotia provides support for university and college students.  
Call toll-free: 1-833-292-3698 or Text GOOD2TALKNS to 686868

## KIDS HELP PHONE

Kids Help Phone is a national helpline for young people between the ages of 5 and 20. Confidential and anonymous support is available 24 hours a day, 7 days a week. You can phone to speak with a trained counsellor. You can also text to reach a trained volunteer crisis responder. Call toll-free: 1-800-668-6868 or Text CONNECT to 686868





## **PEER SUPPORT PHONE SERVICE**

The Peer Support Phone Service provides a safe space to connect with peer supporters who have personal experience with mental health and substance use challenges.

Call toll-free: 1-800-307-1686

## **PROVINCIAL MENTAL HEALTH AND ADDICTIONS CRISIS LINE**

If you're experiencing a mental health or addictions crisis, or are concerned about someone who is, the Provincial Mental Health and Addictions Crisis Line is available 24 hours a day, 7 days a week. Call toll-free: 1-888-429-8167

## **ACCESS WELLNESS**

Access Wellness provides a single session of 1-to-1 counselling to help people dealing with mental health concerns (like anxiety, job loss, grief, relationship issues and substance use). Counselling sessions can be online, by phone or in person in Sydney, Halifax, Kentville or New Glasgow. You can call the support team to book an appointment.

Call toll-free: 1-833-691-2282 (7 days a week, 8:30 am to 11:00 pm)

## **MENTAL HEALTH AND ADDICTIONS SERVICES**

If you or a family member needs help, you can self-refer to a mental health or addictions clinic, service or program through the Nova Scotia Health Authority or IWK Health Centre.

Call toll-free: 1-855-922-1122 (Monday to Friday, 8:30 am to 4:30 pm and evening hours Tuesday and Thursday, 4:30 pm to 8:00 pm)

**SOURCE: [WWW.NOVASCOTIA.CA/MENTAL-HEALTH-AND-WELLBEING](http://WWW.NOVASCOTIA.CA/MENTAL-HEALTH-AND-WELLBEING)**



# Let's Talk About Grief

When death or a life-altering event happens, we can experience a sense of loss for someone or something important. Our response to this loss is called grief, and it's something we all have in common.

- ▶ Loss of any kind can be grieved.
- ▶ Grief is personal, universal and natural.
- ▶ There is no “wrong” way to grieve.
- ▶ Grief doesn't just “stop” but can change over time.
- ▶ Experiencing grief honours your loss.
- ▶ Cultural traditions and beliefs can play an important role in grieving.

## Grief Isn't Just Sadness

**Grief Can Impact:** Physical, mental, social, cultural, spiritual and financial wellbeing.

**Grief Can Cause:** Trouble sleeping (more or less than usual) trouble focusing, upset stomach (belly), aches and pains.

**Grief Can Feel Like:** Sadness, shame, guilt, anger, anxiety, relief, hope, joy, fear, numbness. You may feel a mix of emotions all at the same time or none at all.

**Grief Can Bring About :** Questioning your place in the world, intrusive thoughts, loss of routine, and other complex thoughts and emotions.



For many people, connecting with your social network and local community can help with grief and loneliness.



## Tips to Help People Who Are Grieving

### Listen with Compassion

- No Judgment
- Understand and Validate
- Don't try to fix, save, or rescue

### Respect the Loss

- Name the person or loss
- Ask about the person who died
- Let grievors repeat their stories

### Avoid Cliche and "at least" Statements

Sayings like these can dismiss and invalidate grief and pain:

- "My condolences"
- "At least they're in a better place"
- "It's time to move on."
- "At least you have other children"

### Examples of What to Say and How to Help

- "You are not alone. Can I keep checking in with you?"
- "You've been through so much. It's normal to feel this way"
- "I care about you and I want to support you."
- Make a meal, check in regularly, or run an errand for the person grieving

## Helpful Resources

**Grief and Coping:** [nshealth.ca](https://www.nshealth.ca) (search "grief") | [mygrief.ca](https://mygrief.ca) | [whatsyourgrief.com](https://whatsyourgrief.com)

**Kids & Youth Grief:** [dougy.org](https://dougy.org) | [kidsgrief.ca](https://kidsgrief.ca)

**Finding Grief Support in Your Area:** Dial 211 (1-855-466-4994 toll free) or visit [ns.211.ca](https://ns.211.ca) and search for "grief support"

**Nova Scotia Hospice Palliative Care Association:** [nshpca.ca](https://nshpca.ca) (Grief and Bereavement Resources)



# HEALTH & WELLNESS

PLAN TEMPLATE



# PROJECT PLANNER

BUSINESS NAME:

START DATE :

/ /

## INTRODUCTION

Introduces the Health & Wellness Plan. Generally Describes the purpose and scope of the plan.

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## HEALTH & WELLNESS VISION

Describes the health & Wellness vision for the future. Consider attaching images to this page.

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# 01

## HEALTH & WELLNESS GOAL, OBJECTIVE & INITIATIVE

### GOAL

A “big picture” strategic and aspirational statement. Example: Support mental health and wellness and reduced substance use among our people.

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### OBJECTIVES

Like a sub-goal, objectives are more detailed and can describe how each goal will be achieved. Example: Initiate wellness and culture-based healing.

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### GOAL 1 INITIATIVES:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_

# 02

## HEALTH & WELLNESS GOAL, OBJECTIVE & INITIATIVE

### GOAL

A “big picture” strategic and aspirational statement. Example: Support mental health and wellness and reduced substance use among our people.

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### OBJECTIVES

Like a sub-goal, objectives are more detailed and can describe how each goal will be achieved. Example: Initiate wellness and culture-based healing.

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### GOAL 2 INITIATIVES:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_

# 03

## HEALTH & WELLNESS GOAL, OBJECTIVE & INITIATIVE

### GOAL

A “big picture” strategic and aspirational statement. Example: Support mental health and wellness and reduced substance use among our people.

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### OBJECTIVES

Like a sub-goal, objectives are more detailed and can describe how each goal will be achieved. Example: Initiate wellness and culture-based healing.

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### GOAL 3 INITIATIVES:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_





**The Truro & Colchester Chamber of Commerce received funding from the Healing Pathways Community Grants through the The Nova Scotia Hospice Palliative Care Association (NSHPCA).**

**This grant provides more local access to grief support, bereavement, and emotional wellness programs that promote healing, understanding, and support the needs identified by the community.**



**Healing Pathways**

**WITH NSHPCA**



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada



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