

## Wellness Task Requirement

July 1, 2023 through April 30, 2024

All tasks must be completed by April 30, 2024. Documentation of each task should be submitted as completed with all documentation submitted to Dina Lane by May 15, 2024.

**Documentation should include the employee/spouses name and date the task was completed.**

- **Annual Physical/Bio metric Screening** – A bio metric screening generally includes, height, weight, blood pressure, blood work for glucose (blood sugar) levels, lipids (cholesterol, LDL, triglycerides, HDL), and sometimes waist circumference and body mass index. HJT#1 requests documentation only on the blood draw (glucose and lipids). Documentation should include employee/spouse name, date of draw and list glucose and lipids. HJT#1 does not monitor the results (numbers) so feel free to black them out for privacy. Documentation examples, lab/test result summary page from a provider website, or written verification statement from health care provider with date(s) of biometric screening completion.

**TIP-** Some physicians may order additional lab tests with a blood draw due to their treatment preference, your health diagnosis (ex. diabetes) or your medications (ex. blood pressure med). These additional lab tests may have a cost associated so please clarify your expectations with your physician when ordering the lab tests.

- **Flu Shot** –Employees/spouses participating in the district sponsored flu clinic, no documentation is needed. For all other employees/spouses, documentation is needed for one of the following:
  - **Receiving the flu shot** - of receiving a flu shot or Examples of documentation for receiving the flu shot are a pharmacy receipt (Walgreens, Walmart, etc.), physician after visit summary or healthcare portal screen shots/print outs or WI immunization registry screen shot are acceptable. HJT#1 does not monitor previous dates of the flu shot immunization or other immunizations so feel free to black out the information for privacy.
  - **Declination of the flu shot for medical, personal or spiritual reasons** - The “Declination of Influenza Vaccine” form is found on the District Website/Staff/Wellness Program/Tasks & Forms. Please complete the form have it signed by your certified medical professional or spiritual leader and submit.
- **Step Challenges** - Participation in a District sponsored wellness activity in October and April. For "Stepping up to the Challenge" walk 150,000 steps or more from October 1 through October 31, 2023 **and** April 1 through April 30, 2024, respectively. Please provide documented proof of your total steps on or before the 15th of the next month, respectively. A screen shot of activity from your phone, health app, or a daily calendar/log are acceptable. A sample excel log is available under the forms tab for employees without electronic tracking capability. Please print your name, total your steps for the month, and submit.

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