

TAYLORTM

C O R P O R A T I O N
C O M P A N I E S

**2021
WELLNESS PROGRAM GUIDE**

OPENS JULY 1, 2020



800.425.4657

www.wellworksforyoulogin.com

Wellworks For You

Taylor cares about the health and well-being journey of our valued employees. Now more than ever, we know employees are looking for ways to stay healthy, safe and focused on opportunities to better their well-being. Each year, we emphasize programs that are available to our employees and their families offered by our trusted healthcare partners. Whether the focus is on advocacy programs to provide guidance on medical situations or providers, healthy eating or fitness tips, access to counseling to decrease stress, or ways to efficiently make your healthcare dollars stretch, we're watching out for your best interests through Taylor's holistic benefit package. Our goal is to support you as you continue to improve your health and well-being journey to be your best you!

This guide introduces our new partner for wellness, Wellworks For You, and how you'll be able to utilize their offerings, plus earn premium wellness discounts for the upcoming 2021 benefits year. We encourage you to check out these resources and the new portal today!

WELLNESS PORTAL

In order for your participation in the program to be tracked, employees and **spouses** must be individually registered under the Taylor Corporation Portal. Your account has already been created for you. Please use the information below to log into your Portal account.



LOG IN AND GET STARTED

1. Go to www.wellworksforyoulogin.com
2. Your **username** will be T plus your Employee ID (Employee) and spouses will add an "S" to the Employee ID for their individual username.
 - Employee Example: **T1234**
 - Spouse Example: **T1234S**
3. Your temporary **password*** will be **your individual Date of Birth in MMDDYYYY format** (No dashes, slashes, or spaces; includes leading zeros)
 - Employee Example: **11221975**
 - Spouse Example: **10051975**
4. **Accept** the terms of the Consent Form
5. Fill in the required information

***PLEASE NOTE:** The temporary password is only for the first time you access the Portal and you will be prompted to change it upon entry.

DOWNLOAD THE WELLWORKS FOR YOU APP

The Wellworks For You Portal App includes all of your favorite features from the Portal including recipes and grocery lists, programs and events listings, ResultsNow incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.

PROGRAM OVERVIEW

You **must complete** the **three (3)** steps listed below by their applicable deadline noted in order to be eligible to receive your Wellness Premium Discount on your first paycheck in **January 2021**.

- ✓ **Step 1** – Complete a Biometric Screening by **October 31, 2020**
- ✓ **Step 2** – Complete the Know Your Number Assessment by **November 30, 2020**
- ✓ **Step 3** – Achieve Healthy Ranges or Complete an Alternative Standard by **November 30, 2020**

INCENTIVES

All U.S. benefits eligible employees and spouses have the opportunity to earn a premium discount of up to **\$1,200 each** for meeting any of the following goals or improving since your last screening:

Program Components	EE	EE+Spouse
BMI less than or equal to 27.5 (3 points)	\$360	\$720
Or Waist Less Than 34.5 Inches (Female), Less Than 37 Inches (Male)		
Blood Pressure less than 130/85 (1 point)	\$120	\$240
LDL Cholesterol less than 160 (1 point)	\$120	\$240
Glucose less than or equal to 110 (2 points)	\$240	\$480
Negative Tobacco/Nicotine Results (3 points)	\$360	\$720
ANNUAL TOTAL	\$1,200	\$2,400

STEPS TO EARN A PREMIUM DISCOUNT



Step 1: Complete a Biometric Screening

Deadline to Complete Your Screening: October 31, 2020

Complete **one (1)** of the Biometric Screening options below:

- **Option 1: Physician Results Form**

Visit your Primary Care Physician (PCP) for an annual physical with standard fasting lipid blood panel plus glucose lab work. Print out the **Physician Results Form** located at www.wellworksforyoulogin.com and access forms in the **Wellness Locker**, linked on the homepage or accessed via the Portal **MENU**, and take it to your doctor. If you already had a wellness visit after January 1, 2020, ask your doctor if they will fill out the form with those results. All metrics must be collected between **January 1, 2020 and October 31, 2020** and submitted to Wellworks For You by **October 31, 2020** to receive credit. Please allow ample time when scheduling your annual physical, as well as time for blood work to be processed by the lab and received by your PCP's office. Do not send lab results directly to Wellworks For You. Lab results should be documented on your Physician Results Form and returned to Wellworks For You.

PLEASE NOTE: It is the participant's responsibility to ensure the completed form is submitted by the deadline. It is advised that you retain your own copy of the complete Physician Results Form to ensure submission to Wellworks For You.

- **Option 2: Quest Patient Service Center (Offsite Option)**

Visit a local Quest Diagnostics Patient Service Center facility to complete your screening with fasting lab work. Lab work completed through Quest will be sent directly to Wellworks For You. Participants can begin scheduling their appointment with Quest by logging into your **Taylor Corporation Portal** account and going to **MENU>ResultsNow>Biometric Screening** and selecting the Quest Patient Service Center option. Simply click the link to be brought to the Quest login page. If you already created an account with Quest, you do not need to create a new one. For instructions on how to schedule an appointment, locate the **Quest Registration Instructions** within the **Wellness Locker** linked on the homepage or accessed via the Portal **MENU**.

- **Option 3: Onsite Biometric Screening**

Attend an onsite Biometric Screening event in 2020. Details to be announced via email.

Step 2: Complete the Know Your Number Assessment

Deadline: November 30, 2020



Upon logging into the Wellness Portal, you will be prompted to complete the Know Your Number Assessment. Complete all questions, *except* for the Health Metrics section. Wellworks will upload your screening results once you complete your Biometric Screening (see **step 1**).

- If your health metrics have already been entered, complete the questionnaire and click **Finish** to submit your responses.
- If your health metrics have not been entered, complete the questionnaire and click **Save**. The assessment will be completed once your metrics are entered by Wellworks For You.

Once your assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and available on the Know Your Number Assessment page, as well as uploaded to the Wellness Locker under the **Health Records** section. Your participation in the assessment will also be updated at this time.



Step 3: Achieve Healthy Ranges or Complete an Alternative Standard

Deadline: November 30, 2020

Once your metrics have been entered from your biometric screening, your results will be used to determine Healthy Ranges. Each metric that falls into a healthy range is associated with a dollar value that directly correlates to your premium discount (listed on **page 2**). If you do not earn credit for a healthy range, you can complete an alternative standard. For additional information on completing an alternative standard, please reference the **Alternative Standard** section on **page 4**.

ALTERNATIVE STANDARD

IMPROVEMENTS (PREVIOUS YEAR SCREENING)

If you were unable to meet a healthy range as outlined in the chart on **page 2**, you have the ability to earn full credit for an out of range metric, by improving from your previous year's biometric screening. Please reference the below improvements chart.

Metric	Improvement	Example
BMI or Waist Circumference	10% weight loss or 2" reduction	250 → 225 or 40" → 38"
Blood Pressure	2% reduction	140/90 → 137/88
LDL Cholesterol	5% reduction	180 → 171
Glucose	5% reduction	125 → 119

60 DAY IMPROVEMENTS (60 DAYS POST-SCREENING)

If you do not fall within Healthy Ranges or improve your metrics from the previous year as outlined by Taylor's Wellness Program, you may resubmit your metrics. You may reach out to taylorwellness@wellworksforyou.com for available options to complete 60 Day Improvements.

PLEASE NOTE: Any retesting regarding improvements may be at the participant's expense for themselves or a spouse, based on their individual healthcare situation or coverage under a benefit plan.

Metric	Improvement	Example
BMI or Waist Circumference	3% reduction or .5% reduction	250 → 242 or 40" → 39.5"
Blood Pressure	1% reduction	140/90 → 139/89
LDL Cholesterol	1% reduction	180 → 178
Glucose	1% reduction	125 → 123

TOBACCO ALTERNATIVE

To earn full credit for a negative tobacco results if you tested positive, you must complete the 6-week Tobacco Cessation e-Learning Series by following the directions below.

1. Log into your **Wellness Portal**
2. Select the e-Learning section from the homepage or via the **Portal Menu**
3. Select the **e-LS: Tobacco Cessation** from the e-Learning dashboard
4. Complete the **Pre-Module Survey**
5. Beginning with Module 1, you must watch each video and take the quiz associated with each module. If you do not pass the quiz (a 70% score or higher) you must wait 24 hours before taking the quiz again.
6. You will be required to wait **one week** in between each module before the next module will open
7. After you finish the 6th module, you must complete and submit the **Post-Module Survey**



PLEASE NOTE: The Tobacco Cessation program (including all quizzes and surveys) must be completed by **November 30, 2020**. To ensure that you complete the entire program prior to the deadline, you must begin the program by **October 5, 2020**.

APPEAL PROCESS

If you did not have the opportunity to meet the healthy ranges or improvements listed in this guide, it's not too late to earn an incentive! In continuous encouragement of healthy lifestyles, we have other options available that you can learn more about in order to earn available credit. Your dedicated Wellness Coordinator is here to help you along the way! You can reach out to your Wellness Coordinator directly at taylorwellness@wellworksforyou.com for additional information on how to earn credit!



PLEASE NOTE: If you are unable to access a computer you may call Wellworks For You at 800.425.4657 and request to speak to your Wellness Coordinator to obtain additional information regarding the appeal process.

ADDITIONAL INFORMATION

VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **ResultsNow**. You can access this via the **ResultsNow** section on the homepage or via the **MENU** page. To view more details about a program component, select **Click for Details**. If there are sub-events associated with a component, they will display in the pop-up. Click the + and – buttons to expand or minimize the details of the sub-events.

VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

All forms are located in your Wellness Portal within the **Wellness Locker** accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

VIEW YOUR PARTICIPATION

Wondering what you have completed to date?

1. Log into your **Wellness Portal** (www.wellworksforyoulogin.com)
2. View your program status right on the homepage!
3. For more details, click an icon within the **ResultsNow** section of the homepage or use the Portal **MENU** to access the **ResultsNow** page
4. A large green check mark will display over the icon once the component's requirements are complete
5. Click an icon or select **Click for Details** to view a list of available options for each program component
6. A small green check mark will be visible in the Completed column once an event is complete



PLEASE NOTE: Wellworks For You requires at least **7-10 business days** for processing and participation to be updated in the Wellness Portal. If a screening is completed through Quest (onsite or offsite option), once the data is received by Wellworks, it will be available for viewing in your Wellness Portal within **2-3 business days**.

SUBMIT YOUR COMPLETED PHYSICIAN RESULTS FORM BY OCTOBER 31, 2020

Your form should be submitted to the Wellworks Forms Department. Submit your completed form in **one (1)** of the following ways:

- **Upload to Portal:** Click **Contact Us** on the main menu bar of the Portal, or via the Portal **MENU**, and use the **Attach File** button to select a file from your computer. Users are limited to **one (1)** file per email.
- **Mail:** 70 E Lancaster Ave, Frazer, PA 19355, Attention: Forms Department
- **SmartPhone App:** Take a photo of your document on your SmartPhone, open your Wellworks For You App, select **Contact Us**, and upload your file.



PLEASE NOTE: Participants will need to login to the Wellness Portal to confirm your forms were processed via any of the submission methods listed above.

THE FINE PRINT

The Taylor Corporation wellness program is a voluntary wellness program available to all benefit eligible employees and their spouses. 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 health risk assessment, Know Your Number, 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 will also be asked to complete a Biometric Screening, which will include a lipid panel/glucose blood test and body measurements, as well as achieve Health Ranges or completing an Alternative Standard. You are not required to complete these components. However, benefit eligible employees and their spouses who choose to participate in the wellness program will receive a wellness premium discount effective January 2021.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required 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 Wellworks For You at 800-425-4657.

The information from your Know Your Number Assessment and the results from your biometric screening 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. You also are encouraged to share your results or concerns with your own doctor.

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 and your employer may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You 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. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team in order to provide you with services under the wellness program.

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 Wellworks For You at 800-425-4657.



QUESTIONS ABOUT YOUR WELLNESS PROGRAM?



Contact your Wellness Team!

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via the Wellworks For You Portal.

Simply select Contact Us from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at **800.425.4657**.

HRConnect will not have specific information about your wellness results, however, they are always available as a resource to employees at **HRConnect@taylorcorp.com** or **1.877.252.9861**.

Wellworks For You

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