



2024

INSURANCE DISCOUNT INCENTIVE

BLUM
CONSTRUCTION

BLUM CONSTRUCTION

Participate in your Wellness Program this year to earn a Medical Premium Discount.

Wellworks^{For You}

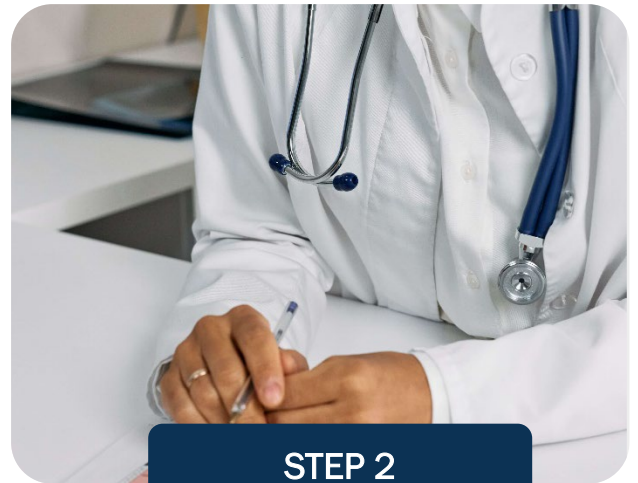
Welcome to your 2024 Wellness Program!

Medically enrolled employees and covered spouses attempting to achieve the discounted rate on their insurance premiums (beginning November 1, 2024), should complete all steps outlined below by October 18, 2024. Your new program details are outlined in this guide.



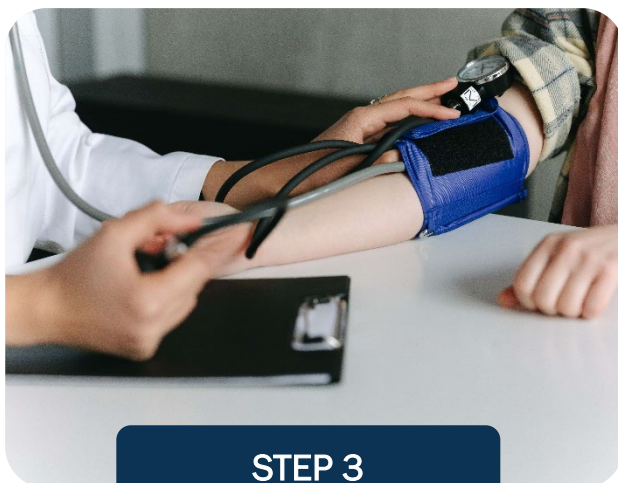
STEP 1

COMPLETE THE TOBACCO
ATTESTATION/CESSATION PROGRAM



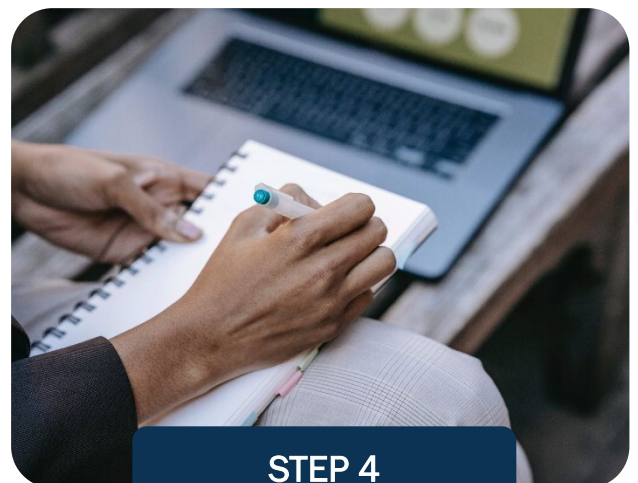
STEP 2

COMPLETE ONE (1) PREVENTIVE
EXAM/FLU VACCINE



STEP 3

COMPLETE A BIOMETRIC HEALTH SCREENING
AND MEET TWO (2) HEALTH RANGES



STEP 4

COMPLETE THE
KNOW YOUR NUMBER ASSESSMENT

PROGRAM REQUIREMENT DESCRIPTIONS

STEP 1: COMPLETE THE TOBACCO ATTESTATION/CESSATION PROGRAM

Employees must attest non-tobacco use for a minimum of **six (6)** months **OR** complete the **Tobacco Cessation Program**, if applicable, to receive credit for this step.

- **Non-Tobacco Users:** If you certify that you do not use tobacco, you can **self-report** this on your Wellness Portal homepage.
- **Tobacco Users:** If you certify that you use tobacco, you must complete the **six (6) module Tobacco Cessation e-Learning Series** on the Wellness Portal by **October 18, 2024**, to complete this step.

TOBACCO CESSATION E-LEARNING SERIES*:

1. Log into your **Wellness Portal**
2. Select the **Learning Center** tab from the homepage or via the menu page
3. Select the series, **Your Guide to Going Tobacco-Free**, from the Learning Center
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 (1) week** in between each module before the next module will open
7. After you finish **Module 6**, you must complete and submit the **Post-Module Survey**

***PLEASE NOTE:** Falsification of records may lead to disciplinary action, up to and including termination.

STEP 2: COMPLETE ONE (1) PREVENTIVE EXAM or RECEIVE FLU VACCINE

Digitally attest on the Wellness Portal that you have attended a preventive exam (mammogram, colonoscopy, skin cancer check, or flu shot) between **November 1, 2023, and October 18, 2024**. You must provide the type and date of exam to earn credit.

The screenshot shows a user interface for Step 2: Complete One (1) Preventive Exam. The main heading is "STEP 2: COMPLETE ONE (1) PREVENTIVE EXAM >". Below it, there is a section for "Flu Shot" with a date range of "11/1/2022 - 10/15/2024". A "Credit not awarded" message is visible. A "FLU SHOT:" section prompts the user to "Self-report this above by [date] between November 1, 2022 and October 15, 2024." A confirmation dialog box is open, asking the user to confirm their participation and completion for the Flu Shot. The dialog includes a "CONFIRM" button and a date field set to "mm/dd/yyyy". A "PLEASE NOTE" at the bottom states: "Falsification of records may lead to disciplinary action, up to and including termination."

PROGRAM REQUIREMENT DESCRIPTIONS (CONT.)

STEP 3: BIOMETRIC HEALTH SCREENING AND MEET TWO (2) HEALTHY RANGES

PART ONE: COMPLETE A BIOMETRIC HEALTH SCREENING:

Choose one (1) of the options below for completing your biometric health screening:

ON-SITE SCREENINGS

Your employer will communicate the date and location of your on-site screening event for you to complete your screening requirement.

PRIMARY CARE PHYSICIAN SCREENING

If you are unable to attend your organization's on-site screening event, you can visit your Primary Care Physician (PCP) to complete your screening requirement. Print out the **Physician Results Form** located within the **Wellness Locker**, linked on the homepage or the menu page, and take it to your doctor for an annual physical with lab work. All metrics must be collected between **November 1, 2023, and October 18, 2024**, and submitted by **October 18, 2024**.

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** (located in Wellness Locker) and returned to Wellworks For You.

PART TWO: MEET TWO (2) HEALTH RANGES

Meet at least **two (2)** of the following healthy ranges or return the **Reasonable Alternative Declaration (RAS) Form**.

- **Healthy Blood Pressure** - Less than or equal to 140/90 mmHg
- **Healthy Glucose** - Fasting glucose less than or equal to 110 mg/dL
- **Healthy Total Cholesterol** - Less than or equal to 200 mg/dL
- **Healthy Waist Circumference** - Men less than or equal to 40 inches, Women less than or equal to 35 inches

Title	Dates	Complete
Primary Care Physician Screening (2023)	3/1/2023 - 10/15/2023	COMPLETED
Onsite Screening (2023)	3/1/2023 - 10/15/2023	GET STARTED >
Healthy Blood Pressure	11/1/2022 - 10/15/2023	IN PROGRESS
Healthy Glucose	11/1/2022 - 10/15/2023	IN PROGRESS
Healthy Total Cholesterol	11/1/2022 - 10/15/2023	IN PROGRESS
Healthy Waist Circumference	11/1/2022 - 10/15/2023	IN PROGRESS
Upload a Reasonable Alternative Declaration Form	11/1/2022 - 10/15/2023	GET STARTED >

PLEASE NOTE: Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal. Your status will be updated to **COMPLETED** once your participation is processed. Healthy Ranges will be updated using the health metrics acquired from the Onsite Biometric Screening or Physician Results Form. Your status will be updated to **COMPLETED** if your health metrics fall within the healthy range. If the status shows **IN PROGRESS**, and your Primary Care Physician Screening Form or Onsite Screening Metrics have been uploaded, you have not met the healthy range for that category. At least two (2) healthy ranges must show as **COMPLETED**, or you must return the **Reasonable Alternative Declaration (RAS) Form** found in the Wellness Locker.

PROGRAM REQUIREMENT DESCRIPTIONS (CONT.)

STEP 4: KNOW YOUR NUMBER ASSESSMENT

Know Your Number Health Metrics section is **SELF-REPORTED**. You must enter **Height, Weight, and Waist Circumference** to earn credit for this step. **Self-Reported metrics will NOT count toward Step 3.** To view your Health Metrics on the portal, see instructions below. Metrics from Step 3 will automatically populate toward your Know Your Number Assessment.

Complete the **Know Your Number (KYN) Assessment** located on the Wellness Portal by selecting the Portal **Menu>Know Your Number Assessment**. Complete all questions including the **Health Metrics** section. Click **Finish** to complete the assessment or click **Save** to return to assessment for completion at a later time.

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 (KYN) 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.

View your Health Metrics:

Click on the **Health Metrics Tile** through the **Wellworks For You Wellness Portal Homepage**.

From the Wellness Portal homepage, participants can view and compare new and historical health metrics.

- Go to www.wellworksforyoulogin.com
- Log in using your account credentials
- Select **My Health Metrics** from the Portal Homepage
- Select **View Metrics**
- Choose **Metric Collection Event/Screening** from the dropdown menu
- Select your screening type
- Click **Run Report**

INCENTIVES

Medically enrolled employees and covered spouses must complete **Steps 1 – 4** to be eligible for the annual Premium Discount.

New Hire Policy: Employees hired on or after **8/19/2024** will automatically receive the Annual Premium Discount.

WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under the **Blum Construction** Portal. Please follow the steps below to log into your Wellworks For You account or create an account if you do not have one.

In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.

EMPLOYEES: LOG INTO THE PORTAL

1. Go to www.wellworksforyoulogin.com
2. Your username will be: **flb + First Initial + Last Name + DOB in YYYY** (ex: flbJDoe1980)
3. Your temporary password* will be: **DOB: MMDDYYYY** (ex: 01011980)
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 Wellness Portal and you will be prompted to change it upon entry. If you have accessed the Portal in the past, you should continue to use your existing password.

SPOUSES: LOG INTO THE PORTAL

1. Go to www.wellworksforyoulogin.com
2. Your username will be: **flb + First Initial + Last Name + DOB in YYYY + S** (ex: flbJDoe1980S)
3. Your temporary password* will be: **DOB: MMDDYYYY** (ex: 01011980)
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. If you have accessed the Portal in the past, you should continue to use your existing password.

FORGOT YOUR USERNAME OR PASSWORD?

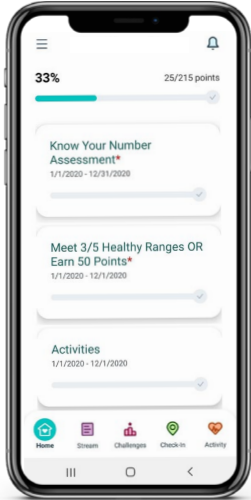
1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**




ADDITIONAL INFORMATION

SMARTPHONE APP

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



NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellness Portal homepage. Click on  above the **Notifications Inbox** to view your Wellness Program reminders in detail.

VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).



VIEW YOUR INCENTIVE PROGRESS

Looking for an overview of your progress to date?

- Log into your Wellness Portal (www.wellworksforyoulogin.com).
- View your program status right on the homepage in the top right-hand section.
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.



My Next Steps 0 Tasks Remaining

-  **Biometric Screening**
 Complete this step by either attending the Onsite Biometric Screening, submitting the Physician Results Form, or utilizing a Voucher ★ COMPLETED
-  **Know Your Number Assessment**
 Complete the assessment by selecting the Know Your Number Assessment event title from the homepage or via the menu page. Complete all questions, except for the Health Metrics section. Wellworks will upload your screening results once you... ★ COMPLETED

ADDITIONAL INFORMATION

VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

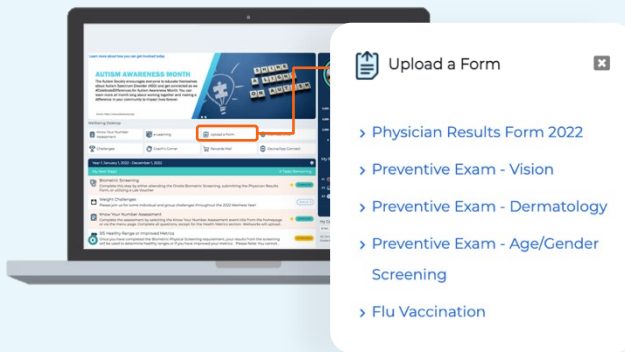
All forms, guides, and applicable documents are located in your Wellness Portal within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

SUBMIT YOUR COMPLETED DOCUMENTS BY OCTOBER 18, 2024

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

UPLOAD TO THE WEB PORTAL:

Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.

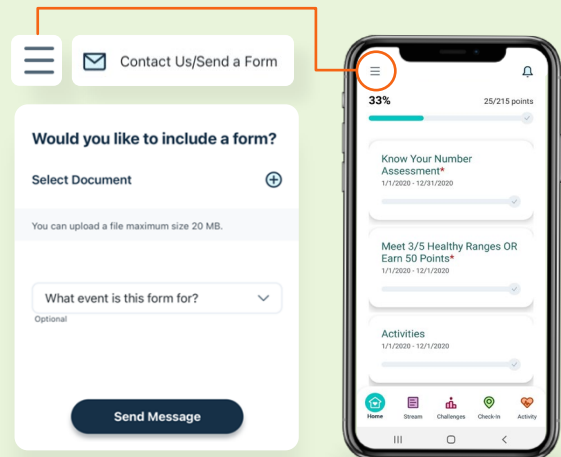


PLEASE NOTE:

Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal.

UPLOAD VIA THE MOBILE APP:

Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the menu, located in the top left corner of the home screen. Select the event listed under **What event is this form for?** Users are limited to **one (1)** file per submission.



FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLNESS PORTAL

(This feature is only available on the web app.)



Our “Chat Live” feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness.

THE FINE PRINT

The Blum Construction wellness program is a voluntary wellness 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 will be asked to complete a voluntary 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 an Annual Physical with Lab Work, which will include a lipid panel/glucose blood test and body measurements, complete one (1) preventive exam, and attest to non-tobacco use or complete the tobacco cessation program. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive a premium differential effective 11/1/2024.

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 HRA 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 Blum Construction 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 your **Wellness Portal** or to **Pam Vandyke** or **Jessica Welborn**.



CONTACT US

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**.

