



Feature C01: Health and Wellness Awareness

Part 1: Provide WELL Feature Guide

WELL v2™ pilot
Q1 2020 addenda

How to use this document:

This document is intended to serve as a guide for creating the professional narrative required for Part 1: Provide WELL Feature Guide of Feature C01: Health and Wellness Awareness. This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The level of detail is up to the discretion of the project team, as long as all parts are sufficiently addressed.

- Part 1: A professional narrative outline and examples have been provided.

Note: The variable items are highlighted in yellow throughout the document.

The text is updated to the Q1 2020 version of WELL v2 pilot, which may vary from future versions of WELL v2.

Disclaimer

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FEATURE C01: HEALTH AND WELLNESS AWARENESS

PART 1: PROVIDE WELL FEATURE GUIDE EXAMPLE PROFESSIONAL NARRATIVE

At <<INSERT PROJECT NAME>> materials and communications are provided to allow occupants to familiarize themselves with and benefit from features that are achieved by the project, including:

- A. A guide (prominently displayed and/or made widely available to all occupants) describing each WELL feature that was pursued by the project
 - a. *Example: A feature-by-feature WELL guide is located in the elevator lobby. Visitors may read about each WELL feature incorporated in the project, including instructions on where to see examples of the feature in practice.*
 - b. *Example: A pictographic map is posted in our office's break room. This map uses a designated icon selected for each feature pursued by the project to identify a location in the project boundary where someone will see the implementation of each corresponding feature.*
- B. Information that explains the impact of the built environment and other environmental factors on occupant health, well-being and comfort is communicated through...
 - a. *Example: Signage throughout the office explaining the potential health impact of the materials used to make furniture (for example, signage that calls out low off-gassing furniture, which is better for your health than high off-gassing furniture)*
 - b. *Example: A weekly newsletter that rotates "Feature Spotlights". Each week, 5 features that were pursued by the project are chosen to be highlighted in the newsletter. The feature requirements, related health issues and impact, as well as examples of the project incorporating these features are included in the newsletter.*
 - c. *Example: Notes on light fixtures that inform occupants of the appropriate colored light for different times of day to aid the syncing of their circadian rhythms*
 - d. *Example: Monthly emails that introduce supporting environmental research and its link to the health impacts pursued by 3 different features per month.*
- C. Our project has committed to annual communications to occupants about health education, resources and policies available to them through WELL features pursued by the project.
 - a. *Example: Bi-annual emails reminding occupants about the WELL-related policies and resources that have been made available.*
 - b. *Example: Quarterly newsletters communicate the release of online modules, released on a quarterly basis, highlighting resources and policies rooted in WELL features.*
 - c. *Example: A yearly training hosted by our wellness consultant that demonstrates how employees can reap the benefits of resources and policies made available through WELL features.*