



Implementing a physical activity workplace policy and program

Steps for success

- Set a timeline and goal date for full implementation.
- Start communications early in order to help employees understand the program and the rationale behind it. Be sure to communicate with all employees.
 - Provide a range of communications in multiple formats about the importance of being physically active and the benefits (e.g. at orientation, employee webpage or intranet, monthly newsletters/mailings, presentations, webinars).
 - Promote physical activity programs currently available to employees, spouses and dependents.
 - If the facility has existing space, begin discussions and plans to improve or convert for alternate use:
 - Assess the physical environment (e.g. stairwells, dedicated space, bike racks, locker rooms)
 - Consider a walkability assessment or environmental audit to determine outdoor “wellness” spaces
 - Enlist community organizations and external campaigns that align and partner to increase visibility. Actively promote community programs.
- Review current workplace policies:
 - Ensure policy minimizes barriers to physical activity (e.g. requiring a strict dress code, mandating employees to be onsite at all times, scheduling mandatory meetings during the lunch hour) by including HR, facilities management and legal in discussion.
 - Ensure policy uses evidenced-based guidelines to assist in the development of programs, such as the Physical Activity Guidelines for Americans: <https://health.gov/our-work/physical-activity/current-guidelines>
- Post reminders for increasing physical activity. Impactful areas include: by elevators, breakroom or gathering space(s), outdoor seating or multiuse space on property, etc.
- Communicate frequently to employees about their physical activity opportunities.



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Questions to consider when increasing physical activity in the workplace

- What practices can be expanded or improved?
- What policies should be revised to allow employees to be more physically active?
- What do employees want and how can we accommodate their needs and requests?
- What can be reasonably provided to employees? (e.g. information, a walking path, fitness room, bike storage)
- What community resources are available and are they being utilized?
- Are there facilities in the community our employees can use or partner with a fitness center for reduced membership fees?
- Could physical activity be included in existing company events or meetings?
- What accommodations are needed for variables such as weather conditions, shift work, multiple locations, active jobs?

Resources

- CDC – Physical Activity:
General Physical Activity Resources: <https://www.cdc.gov/nccdphp/dnpao/state-local-programs/physicalactivity.html#generalresources>
Physical Activity Basics: <https://www.cdc.gov/physicalactivity/basics/index.htm>
Workplace Health Promotion – Physical Activity Interventions: <https://www.cdc.gov/workplacehealthpromotion/health-strategies/physical-activity/interventions/index.html>
- National Highway Traffic Safety Administration – Walkability Checklist: <https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/walkingchecklist.pdf>
- UC Berkeley – Be Well at Work:
Activity Breaks: <https://uhs.berkeley.edu/activitybreaks>
Move Mail: <https://uhs.berkeley.edu/faculty-staff/wellness/active-work/move-mail>
Physical Activity Resources: <https://uhs.berkeley.edu/facstaff/wellness/active-work/physical-activity-resources>
- University of Delaware – Walkability Assessment Tool: <https://www.completecommunitiesde.org/planning/healthy-and-livable/walkability-tool/>

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