

Worksite Physical Activity Guideline





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This document provides information to develop a physical activity guideline for your company. Below are four areas that could be included in a physical activity guideline for employees: 1) a brief overview of the scientific evidence, 2) American Cancer Society physical activity recommendations, 3) company guideline language, and 4) a list of guideline implementation options.

There is clear scientific evidence to show that physical activity:

- Reduces the risk of many chronic diseases, including heart disease, type 2 diabetes, and many types of cancer
- Reduces stress and anxiety
- Increases well-being and productivity
- May also reduce the risk of recurrence and improve the quality of life after being diagnosed with certain types of cancer.

The American Cancer Society recommends the following physical activity guidelines:

- **Adults:** Get at least 150-300 minutes of moderate-intensity (or 75-150 minutes of vigorous intensity) activity each week (or a combination of these each week) and some muscle-strengthening activity at least 2 days each week. Getting to or exceeding the upper limit of 300 minutes is ideal.
- **Children and teens:** Get at least one hour of moderate- or vigorous-intensity activity each day, muscle-strengthening (at least 3 days a week) activities, and bone-strengthening activities (at least 3 days a week).
- **Everyone:** Limit sedentary behavior such as sitting, lying down, watching TV, and other forms of screen-based entertainment.

Engaging in physical activities above current levels can have many health benefits. Working up to the American Cancer Society recommendations over time is encouraged. **Employees should check with their health care providers before beginning any type of physical activity program.**

Employers should be aware that typical worksite wellness programs that require full-body movements may not be feasible for everyone. For example, individuals with balance or mobility impairments may not be able to participate fully in such programs. Accordingly, employers should try to design their programs to be inclusive of people with disabilities and should consult with their legal counsel to ensure they understand and can comply with the legal requirements for worksite wellness programs.

The information provided in this document, including the template guideline provided, is intended to provide examples of policies, resources, and best practices to support your employees. It is not a substitute for legal advice and is not intended to address all your employees' legal rights, your responsibilities as an employer, or the legal implications of establishing a worksite wellness program. For information on legal rights and responsibilities, federal and state antidiscrimination laws, and other laws or local ordinances that may affect your worksite or wellness programs, please consult with your legal counsel.



Worksite Physical Activity Guideline Template

Here are some tips for using the template:

- Use the following template to create a new physical activity guideline at your worksite.
- If you already have an existing physical activity guideline in place, you can use the template as a guide to ensure that it is up to date with American Cancer Society recommendations.
- All items in [brackets] should be customized to fit your company's guideline preferences.
- Use the italicized comments to help guide you when creating your own guideline; delete each comment after you consider it or replace it.

PURPOSE

[Worksite Name] is committed to providing a work environment that promotes physical activity and wellness and supports all employees in meeting the following guidelines. The guidelines apply to all employees, interns, and volunteers of [Worksite Name] regardless of age, cultural or religious practices, gender identity, sexual orientation, or ability.

GUIDELINE

[Worksite Name] is choosing to follow the American Cancer Society physical activity guidelines:

- **Adults:** Get at least 150-300 minutes of moderate-intensity (or 75-150 minutes of vigorous intensity) activity each week (or a combination of these), each week and some muscle-strengthening activity at least 2 days each week. Getting to or exceeding the upper limit of 300 minutes is ideal.
- **Children and teens:** Get at least one hour of moderate- or vigorous-intensity activity each day, muscle-strengthening (at least 3 days a week) activities, and bone-strengthening activities (at least 3 days a week).
- **Everyone:** Limit sedentary behavior such as sitting, lying down, watching TV, and other forms of screen-based entertainment.
- [Worksite Name] will provide opportunities for employees to be physically active while at work, including: *(select one or more activities from the list below)*
 - Company leadership, including managers and supervisors, will support employees in using breaks and lunch periods for physical activity. Meetings during lunchtime will be discouraged.
 - Employees will be encouraged to engage in active meetings that include standing or moving around during the meeting, activity breaks in meetings lasting longer than one hour, walking meetings, and breaks throughout the workday for short bursts of activity.
 - Employees may request a flexible work schedule with an alternate start or end time to their workday or an extended lunch hour for physical activity before, during, or after work.
 - Employees with balance or mobility limitations will be considered and included in the design of worksite fitness opportunities.
 - Employees should check with their health care providers before beginning any type of physical activity program.



PHYSICAL ACTIVITY SUPPORT

Resources are available only to employees and in some cases, dependents. Eligibility for programs and resources might depend on health insurance coverage. *(Select one or more of the following options to support the implementation of the guideline or choose other options listed in the Physical Activity Domain Solutions guide.)*

- Employees are encouraged to use an active means of transportation to travel to and from work.
- Subsidized transportation options are available by [describe the request process].
- Employees are encouraged to bike to work. On-site bike racks are available at the following locations: [list locations]
- Active workstations, such as standing desks or treadmill desks, are available at no charge by [describe the request process]
- Subsidized memberships to [fitness center's name] for employees, domestic partners, and dependent children are available [provide details]
- Functional on-site fitness equipment will be available at no charge in [location] between the hours of [times]

PROMOTION AND COMMUNICATION

Employees will be informed of this guideline through [newsletters, the employee manual, email, new hire orientation, and training provided by their supervisors].