



Components of a Comprehensive Physical Activity Policy

Developing a comprehensive physical activity policy is a crucial step in providing employees with the opportunity to be active during the workday. Creating a written policy also ensures long-term sustainability. Since it can be difficult to determine what to include in your policy, the key components and options are outlined below.

Active Meetings

- Include a physical activity break in meetings lasting above a specified amount of time (1 to 2 hours) and during employee trainings
- Necessitate physical activity breaks in meetings of the senior leadership to act as an example for other departments

Waivers of Liability

- Inform employees about the risks associated with physical activity
- Require signed waivers before employees participate in physical activity programs or fitness facility use
- Consider integrating waivers along with other required annual trainings or personnel forms

Break Time for Physical Activity

- Allow staff to leave their work stations during breaks and/or bring fitness equipment to the work space
- Encourage combination of an enforced break with a policy-provided physical activity break

Flex Time for Physical Activity

- Consider amending an existing flex time policy
- Permit employees to take a longer exercise break during the workday if they arrive at work earlier or leave later to cover the missed work time

Paid Time for Physical Activity

- Allow employees to attend wellness events during the workday with supervisor approval
- Grant employees a specific amount of time (ideally 30 minutes) to exercise during the workday