



Best Practices Physical Activity Policy Templates

This is a template of model policy statements to establish a supportive physical activity environment at your workplace. A detailed explanation of the importance of key language is included in the Developing Your Worksite Policy to Support Physical Activity resource in the WorkHealthy America toolbox.

Sample Physical Activity Policy for Hospitals

The leadership at [ORGANIZATION] supports a culture of employee wellness and safety across the organization. Our mission is to provide opportunities for physical activity that are accessible for all employees. Employees are encouraged to pursue wellness programs and healthy activities during paid breaks and other approved working hours, provided such absences do not conflict with individual work responsibilities, departmental operations, and/or patient/service delivery.

Each full-time employee is permitted two 15-minute physical activity breaks each work day. [ORGANIZATION] encourages employees to use these breaks to engage in physical activity each time a break is observed. As with all breaks, they should only be taken at a time when acceptable coverage is available and work load permits. The employee is allowed to use this break time for physical wellness and may utilize the identified hospital walking paths, the on-site gym (if a member) or alternate physical activity such as chair or desk exercises. The 15-minute breaks are not to be used in conjunction with the meal break. If the employee leaves the hospital campus, the employee must punch in and out for their break. Breaks are not intended to be taken within an hour of the end of the shift. Employees may also choose to attend any available on-site wellness education classes in lieu of engaging in physical activity.

[ORGANIZATION] allows employees flexibility in schedule for physical wellness activity when adequate, arranged coverage is available and work load permits.

Acceptable examples of physical activity at work include but are not limited to:

- Walks on trails or sidewalks around the [ORGANIZATION] building
- Climbing stairs or walking hallways within [ORGANIZATION] building
- Participation in on-site fitness classes
- Walking meetings on trails or sidewalks around the premises or through the parking lot
- Use of videos and exercise bands in the wellness room or other unoccupied rooms

Membership to on-site fitness room is free for all employees. Employees can use their badge to access the fitness room 24/7 for physical activity during breaks as well as before and/or after shifts.



The following procedure must be followed when an employee chooses to engage in physical activity during their break time to ensure maximum productivity in all work areas:

1. Employees will need to sign a log indicating the time when leaving their designated work area to engage in physical activity.
2. Upon returning to the work area, the employee will need to sign the log indicating the time they are returning to their work area.

[MANAGER] will be responsible for collecting the logs for reporting purposes.

To utilize the above-mentioned opportunity for physical wellness during work hours, all employees will need to sign a Waiver and Release of Liability form and submit it to the Employee Wellness office to be maintained in the employee's file as part of the hiring and orientation process. Employees not completing this form will be considered out of compliance with this policy.

Sample Physical Activity Policy for Businesses

In order to support physically active employees, [ORGANIZATION] provides the following *optional* wellness benefits.

All employees, interns, and contractors are able to use 30 minutes of their regularly scheduled working hours to participate in physical activity. For paid staff and contractors, this is considered regular work time. For volunteer interns, this time contributes to the total internship hours. All employees and interns must complete a waiver of liability as part of their orientation to participate in physical activity during the workday.

The thirty minutes may be used within the office (e.g. use of the treadmill, exercise videos, on-site classes, stretching), outdoors (e.g. walking, running or cycling on neighboring streets), or off-site (e.g. pool, local gym). Transportation to off-site facilities should not be included within the 30 minute physical activity benefit; flex time policies can be used to accommodate such activities.

Employees are encouraged to take standing and/or movement breaks during extended periods of sitting during meetings or while working at their desks. Employees may use their physical activity time to take 15 minute walking breaks during the day. Active stretch breaks will be built into meetings lasting over an hour. Employees may participate in walking meetings on company property or designated walking trails.

[ORGANIZATION] allows employees to be flexible with their schedules in order to be physically active, as their workload permits. Employees can adjust their start and end times to allow exercise during the workday. Flex time can be used to allow employees to exercise at the beginning or end of the work (shifting their full work day earlier or later) or to participate in more



than 30 minutes of physical activity during the workday, by combining their lunch and activity breaks for an extended physical activity (and therefore, shift their work hours accordingly).

Work attire should reflect involvement in external meetings and/or work events. When scheduled activities do not require professional business clothing, employees may dress in business casual attire. In order to support physical activity during the workday, employees may wear workout attire beyond the time they are using their 30 minute physical activity benefit if it does not impact work activities during other parts of the day. The dress code is relaxed on Fridays, and employees may wear casual clothing or active wear, barring activities that require more formal dress.

Physically active outings are organized quarterly. These activities support the mission, purpose and objectives of the Wellness Committee. All employees, interns, and contractors are eligible to participate in those activities planned during their regularly scheduled working hours.

Organized activities are optional for employees and must be scheduled to not interfere with work deadlines and obligations. Employees who choose not to participate are expected to continue working during the activity, unless they use vacation. The Wellness Committee aims to plan events within a 5-mile radius of the [ORGANIZATION] office.