

## Create a Physical Activity Environment at the Workplace: Mini Work Plan

The tasks for increasing physical activity at the workplace are outlined below. Create an environment that makes being active the easy choice for employees.

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Ongoing
<ul style="list-style-type: none"> <li>☑ Confirm leadership support for improving the workplace environment to encourage physical activity.</li> <li>☑ Discuss approaches to increase opportunities for physical activity at the workplace:                             <ul style="list-style-type: none"> <li>• Availability</li> <li>• Identification</li> <li>• Appeal</li> </ul> </li> <li>☑ Decide on a work team. Identify key players vested in increasing physical activity opportunities at the workplace (human resources, facilities, etc.). Identify a team chair.</li> <li>☑ Schedule semi/monthly work team meetings.</li> <li>☑ Set a target date for environment improvements and policy implementation to encourage physical activity at work.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Decide on one or more approaches (for example, increase the availability, identification and/or appeal) to increase physical activity at work.</li> <li>☑ Review examples of physical activity policies and steps that need to be accomplished to meet the policy objectives.</li> <li>☑ Draft a <i>measurement plan</i>. See suggested measures of progress below.</li> <li>☑ Measure current physical activity levels, facilities use (for example, indoor/outdoor path use, stair use or court use), sedentary hours (for example, time spent sitting at desks) and barriers to being active (for example, no bike racks, no shower available, paths are not cleared of snow) to determine baseline.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Determine strategies for each approach selected.</li> <li>☑ Write goals.</li> <li>☑ Determine specific objectives for meeting goals.</li> <li>☑ Develop a task list and assign accountabilities.</li> <li>☑ Finalize <i>measurement plan</i>.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Check in on task list and accountabilities.</li> <li>☑ Draft <i>physical activity policy</i> and send to leadership for review.</li> <li>☑ Draft <i>supervisor communication</i> to convey that a physical activity policy will be enacted. Provide information on how supervisors can support the policy.</li> <li>☑ Draft <i>employee communication</i> notifying staff of policy enactment. Include the reason for the policy, enactment date, contact person and steps being taken to make being active easier at work.</li> <li>☑ Draft <i>Q&amp;A</i> that will be sent with <i>employee communication</i>.</li> <li>☑ Draft <i>communications plan</i>. Incorporate traditional communications channels and social media such as Twitter (for example: Tweet walking group meeting times and routes each day) and phone apps (for example, to track physical activity).</li> </ul>	<ul style="list-style-type: none"> <li>☑ Finalize <i>policy</i> based on leadership feedback.</li> <li>☑ Check in on task list and accountabilities.</li> <li>☑ Finalize and send <i>supervisor communication</i>.</li> <li>☑ Finalize <i>employee communication</i>.</li> <li>☑ Finalize <i>Q&amp;A</i>.</li> <li>☑ Finalize communications plan.</li> <li>☑ Draft <i>go-live letter</i> for leadership to send to all staff when the policy is launched.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Send <i>employee communication</i> and <i>Q&amp;A</i> to all staff, announcing the environment changes and policy to encourage physical activity. Invite employee questions and concerns.</li> <li>☑ Check in on task list and accountabilities.</li> <li>☑ Respond to employees' questions on environment changes and policy to encourage physical activity.</li> <li>☑ Send <i>go-live letter</i> to leadership for review and changes.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Add <i>policy</i> to new-employee orientation, employee handbook and policy review cycle.</li> <li>☑ Assure task list has been completed prior to policy announcement and implementation.</li> <li>☑ Finalize <i>go-live letter</i>.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Implement environment improvements to support policy.</li> <li>☑ Implement <i>communications plan</i>.</li> <li>☑ Add permanent on-site signage to promote physical activity and policy.</li> <li>☑ Send all-staff <i>go-live letter</i> announcement that physical activity is easier as a result of the new physical activity policy.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Monitor environment changes and policy.</li> <li>☑ Report progress to leadership.</li> <li>☑ Brief and train managers on the policy and how they can support the healthy environment and physical activity.</li> <li>☑ Use at least three communication channels to inform employees of the environment improvements and policy.</li> <li>☑ Add on-site signage to promote physical activity availability, identification or appeal.</li> <li>☑ Notify new employees of policy.</li> <li>☑ Review policy annually (as part of human resources' policy review cycle).</li> <li>☑ Measure policy commitments quarterly/semiannually/annually through quality assurance checks, surveys and data collection. See "Suggested measures of progress with related data sources" chart below.</li> </ul>

### Suggested Measures of Progress with Related Data Sources

Measure	Data Source
• Percentage decrease in sedentary time	• Health assessment (cohort (time over time) report reflecting same population)
• Percentage increase of physical activity opportunities available	• Physical activity opportunity numbers (before and after changes)
• Usage change for physical activity opportunities	• Usage numbers (before and after changes)
• Percentage increase in promotion of physical activity opportunities	• Promotions (before and after changes)
• Employee satisfaction with physical activity opportunities	• Employee interest/satisfaction survey
• Regular (quarterly, semi-annual and annual) quality assurance checks on the commitments outlined in the policy	Human resources and leadership

(Information adapted from Blue Cross Blue Shield of Minnesota Healthy Worksites materials)