

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"> <input type="checkbox"/> Confirm leadership support for improving the work site environment to encourage physical activity. <input type="checkbox"/> Discuss approaches to increase opportunities for physical activity at the workplace: <ul style="list-style-type: none"> • Availability • Identification • Appeal <input type="checkbox"/> 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. <input type="checkbox"/> Schedule semi/monthly work team meetings. <input type="checkbox"/> Set a target date for environment improvements and policy implementation to encourage physical activity at work. 	<ul style="list-style-type: none"> <input type="checkbox"/> Decide on one or more approaches (for example, increase the availability, identification and/or appeal) to increase physical activity at work. <input type="checkbox"/> Review examples of physical activity policies and steps that need to be accomplished to meet the policy objectives. <input type="checkbox"/> Draft a <i>measurement plan</i>. See suggested measures of progress below. <input type="checkbox"/> 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. 	<ul style="list-style-type: none"> <input type="checkbox"/> Determine strategies for each approach selected. <input type="checkbox"/> Write goals. <input type="checkbox"/> Determine specific objectives for meeting goals. <input type="checkbox"/> Develop a task list and assign accountabilities. <input type="checkbox"/> Finalize <i>measurement plan</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Draft <i>physical activity policy</i> and send to leadership for review. <input type="checkbox"/> Draft <i>supervisor communication</i> to convey that a physical activity policy will be enacted. Provide information on how supervisors can support the policy. <input type="checkbox"/> 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. <input type="checkbox"/> Draft <i>Q&A</i> that will be sent with <i>employee communication</i>. <input type="checkbox"/> 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). 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize <i>policy</i> based on leadership feedback. <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Finalize and send <i>supervisor communication</i>. <input type="checkbox"/> Finalize <i>employee communication</i>. <input type="checkbox"/> Finalize <i>Q&A</i>. <input type="checkbox"/> Finalize <i>communications plan</i>. <input type="checkbox"/> Draft <i>go-live letter</i> for leadership to send to all staff when the policy is launched. 	<ul style="list-style-type: none"> <input type="checkbox"/> Send <i>employee communication</i> and <i>Q&A</i> to all staff, announcing the environment changes and policy to encourage physical activity. Invite employee questions and concerns. <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Respond to employees' questions on environment changes and policy to encourage physical activity. <input type="checkbox"/> Send <i>go-live letter</i> to leadership for review and changes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Add <i>policy</i> to new-employee orientation, employee handbook and policy review cycle. <input type="checkbox"/> Assure task list has been completed prior to policy announcement and implementation. <input type="checkbox"/> Finalize <i>go-live letter</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement environment improvements to support policy. <input type="checkbox"/> Implement <i>communications plan</i>. <input type="checkbox"/> Add permanent on-site signage to promote physical activity and policy. <input type="checkbox"/> Send all-staff <i>go-live letter</i> announcement that physical activity is easier as a result of the new physical activity policy. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor environment changes and policy. <input type="checkbox"/> Report progress to leadership. <input type="checkbox"/> Brief and train managers on the policy and how they can support the healthy environment and physical activity. <input type="checkbox"/> Use at least three communication channels to inform employees of the environment improvements and policy. <input type="checkbox"/> Add on-site signage to promote physical activity availability, identification or appeal. <input type="checkbox"/> Notify new employees of policy. <input type="checkbox"/> Review policy annually (as part of human resources' policy review cycle). <input type="checkbox"/> 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.

Ensure leadership review and approval of *communications*, where needed.

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, semiannual and annual) quality assurance checks on the commitments outlined in the policy	• Human resources and leadership