

Physical *Activity*

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Invite employees to a brown bag lunch highlighting the benefits of physical activity.

- Hand out or e-mail materials from the websites listed on the National Health Observance Calendar. May is National Physical Fitness and Sports Month. September is Family Health and Fitness Day USA.

Start a walking program at work and encourage interested employees to join.

- Encourage employees to walk with a buddy during their breaks or lunch or schedule group walks before or after work.
- Provide pedometers to employees and consider offering incentives for increasing physical activity.
- Encourage physical activity by offering incentives at different intervals. (*Look for information on our Walk Around Nevada program inside this section.*)

Post enclosed signs near the elevators at your worksite to encourage taking the stairs as a healthier option.

List community walks and other physical activity events on a bulletin board at work.

See resource list at the end of this section for links to community centers, local hiking trails, and other program ideas and incentives.

For assistance in establishing a walking group at your worksite, contact the Southern Nevada Health District Chronic Disease Program at (702) 759-1270 or log on to our website at www.getthehealthyclarkcounty.org.

How to Start a Physical Activity Program in your Workplace.

This guide is designed to provide you with the steps you need to take in order to implement a walking program in your workplace. This guide provides you with reproducible forms and suggestions that you can use in your workplace.

Seven steps to a Physically Active Workplace

1. Review this guide so you are familiar with the steps that need to be taken.

2. Secure Organizational support.

It is important to share your ideas with management and organizational leaders. To ensure that your program is as successful as it can be support from the management is key.

3. Identify a steering committee

Form a committee of individuals within your organization who are interested in the program to define what the program will look like.

- Establish your goals and objectives
- Identify program leaders in your organization
- Identify community partners and resources for funding incentives
- Locate places you can walk, such as parks or schools
- Establish an incentives system for participants



4. Plan and Hold a Kickoff Event

You want to start the program off right. You can do this with food, music, entertainment, giveaways and any other things that the planning team can come up with to motivate potential participants in the walking program. At the event you can

- Pass out program materials
- Provide information about your incentives
- Have participants sign up for the program
- Start walking or engaging in other physical activities

5. Involve members of the program

A successful program is one in which the members are involved and enthusiastic! Consider the following suggestions:

- Distribute educational materials
- Encourage your participants
- Keep the program interesting and fun, change it up a little
- Ask members for their own ideas for the program
- Recognize participants and their achievements
- Promote the program through a regular newsletter, or word of mouth
- Do monthly or weekly prize drawing for those who participate



6. **Monitor progress**

Have participants log how much they walk and have a place to post the mileage of all participants. It could be posted on an email website or on a bulletin board. Identify someone who will update the mileage chart each month or week.

7. **Evaluate and celebrate!!!!**

The primary purpose of evaluation is to improve the program. It is not used to judge participants on failure or success. Evaluations will provide the planning committee with feedback on how to improve the program the next time it is implemented. Evaluation can be done by simply handing out surveys on the program and having participants fill them out and return them.

Conversion Chart

Walking is not the only way to be physical activity. You can get your daily dose of physical activity in a number of ways. Below is a conversion chart that allows you to convert many different activities that you do into steps. Use this conversion chart to determine the number of steps per minute for activities other than walking. Multiply the number of minutes you participated in the activity by the number indicated in the chart. For example, high impact aerobics for 30 minutes equals 6,090 steps ($30 \times 203 = 6,090$).

Physical Activity	Multiply Time Spent with Below Number
Aerobics (low impact)	145
Aerobics (high impact)	203
Aerobics (step)	246
Badminton (casual)	131
Basketball (recreational)	174
Basketball (game)	230
Bicycling (leisurely)	116
Bicycling (stationary)	203
Bowling	87
Boxing	348
Canoeing (light)	87
Circuit Training	232
Cross Country Skiing (moderate)	232
Dancing	131
Downhill Skiing	174
Elliptical Trainer	203
Football	260
Gardening (light)	116
Gardening (heavy)	174
Gardening (weeding)	131
Golfing (without a cart)	131
Grocery Shopping	67
Handball	348
Hiking (10-20 lb. load)	217
Hiking (21-42 lb. load)	232
Hiking general	172
Horseback Riding	116
Horseback riding (trotting)	188
Housework (light)	72
Mopping Floors	101
Scrubbing Floors	110
Vacuuming	101
Washing windows	87

Physical Activity	Multiply Time Spent with Below Number
Ice Skating	203
Jumping Rope (moderate)	290
Karate	290
Kick Boxing	290
Mountain Climbing	153
Mowing	160
Painting	78
Pilates	101
Racquetball (recreational)	203
Raking Leaves	125
Resistance Training	74
Roller Skating	203
Running (6 min/mile)	463
Running (12 min/mile)	232
Soccer (recreational)	203
Soccer (competitive)	290
Softball	145
Spinning Class	240
Stair Climbing (machine)	260
Stair Climbing (slow)	232
Stair Climbing (vigorous)	434
Stretching	72
Swimming (freestyle)	203
Tai Chi	116
Tennis (singles)	232
Volleyball (game)	232
Washing Car	87
Weight lifting (moderate)	87
Weight lifting (vigorous)	174
Yoga	72

Ideas for **Fun Physical Activities** **at Meetings**

Meeting breaks are great opportunities for workers to get a portion of their physical activity every day. You don't have to be an aerobics instructor to lead a physical activity break. Just remember to have fun and be safe.

A Physical Activity Break is:

- Completely voluntary
- Movement at one's own pace that is comfortable and does not cause pain.
- 3 to 10 minutes long, gets muscles warm, and the heart pumping.
- An energizer for the rest of the meeting

A Physical Activity Break Does Not Need to

- Make people sweat
- Cause pain or discomfort
- Be professionally organized or led

Simple Tips on how to Lead a Physical Activity Break:

- Physical activity breaks can take place anywhere (e.g., inside the meeting room, outside the room, outside the building, or even in your chair)
- Ensure sufficient space and clearance for everyone to avoid injury
- Advise participants to do only what feels good and to stop immediately if anything hurts

Physical Activity Suggestions that are Ideal for Meeting Breaks

- Slowly stretch neck, shoulders, arms, hands, back, legs, and feet—avoid bouncing and jerky movements.
- Move arms, head, and torso in circles.
- Lead a brisk walk around the room, the inside of the building, or outside. Consider including the stairs if available.
- March in place.
- Suggest that participants lift knees higher or pump their arms if they want to get a more vigorous workout, but only if it is comfortable.



How to start a **PHYSICAL ACTIVITY PROGRAM** **and stick with it**

1. Choose an Activity You Enjoy

- Choose an activity that works for your life and is something you enjoy doing.
- By choosing an activity you enjoy, you will be more likely to continue participation

2. Start off Slow

- Gradually build up the amount of time spent exercising during your workout
- Add on a few more minutes each time until you can reach the recommended 30 minutes a day.
- Set several short term goals that you can reach along with your long term goals
- Remember to always check with your physician prior to starting a vigorous exercise program

3. Keep Track

- One of the best ways to stay motivated is to record your progress.
- Keeping track helps you see your progress and can act as a warning when you're slacking off.
- Join the "Walk Around Nevada" program

4. Select the Proper Shoe and Clothing

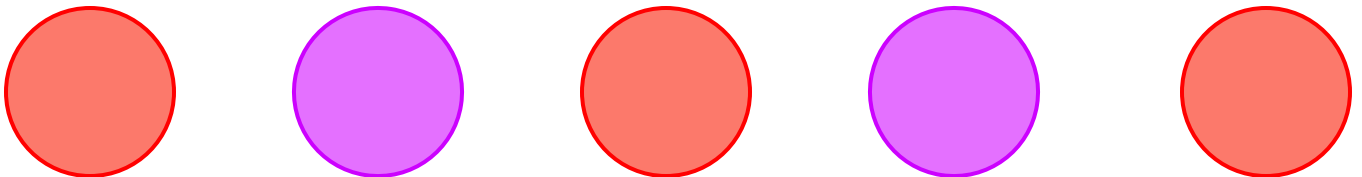
- Selecting the correct shoe for your physical activities will give you optimum performance and comfort throughout your workout.
- Wear comfortable, lightweight, loose-fitting clothing.
- Dress appropriately for weather conditions

5. Drink Plenty of Water

- Drink water before, during and after physical activity.

6. Reward Yourself

- When you reach your goals don't forget to give yourself a reward.
- Treat yourself to a massage, sleep in an extra hour, take a day off from work, go shopping, or buy new workout shoes.



Walk Around Nevada

Walk Around Nevada is an online program that is designed to encourage physical activity in Clark County residents. Walking is one of the safest and most natural forms of exercise and can control a variety of chronic diseases, particularly diabetes, obesity, and coronary heart disease. Walking however is not the only way to get exercise. There are a number of activities that you can do. As you log in your step you can track your progress across the state. As you reach certain destinations facts about Nevada and various health topics will be displayed. Join as an individual or as a team with a group of co-workers. You can sign up for the program at www.getthehealthyclarkcounty.org. The program is also available in English and Spanish. For more information please call 759-1270.



Take the Stairs Program

Make the choice to take the stairs. Taking the stairs is a quick way for people to add physical activity to their day. Taking the stairs requires little additional time, no wardrobe change, minimal effort, no special skills, and will help to increase daily physical activity.



The Southern Nevada Health District has developed signs to be posted by the elevator at your work site to encourage individuals to take the stairs verses the elevator.

If you would be interested in having a **free** sign in your building or have questions about this program, please email Mindy Meacham at meacham@snhdmail.org.

The CDC has an excellent article, "[Stair Well to Better Health: A Worksite Intervention](#)" about how successful the program has been for other companies.

Everyday

STRETCHES

for work

Chest Stretch

- Stand tall, feet wider than shoulder-width apart, knees slightly bent
- Hold your arms out to the side parallel with the ground and the palms facing forward.
- Stretch the arms back as far as possible.
- You should feel the stretch across your chest

Upper Back Stretch

- Stand tall, feet wider than shoulder-width apart, knees slightly bent.
- Interlock your fingers and push your hands as far away from your chest as possible, allowing upper back to relax.
- You should feel the stretch between your shoulder blades.

Shoulder and Triceps Stretch

- Stand tall, feet wider than shoulder-width apart, knees slightly bent
- Place both hands above your head and then slide both your hands down the middle of your spine.
- You should feel the stretch in the shoulders and the triceps.

Side Bends

- Stand tall, feet wider than shoulder-width apart, knees slightly bent hand resting on hips.
- Bend slowly to one side, come back to vertical position and then bend to the other side.
- Do not lean forward or backwards
- You should feel the stretch on your sides

Hip and Thigh Stretch

- Stand tall, feet wider than shoulder-width apart
- Turn feet and face to the right
- Bend the right leg so that the right thigh is parallel with the ground and the right lower leg is vertical.
- Gradually lower the body
- Keep your back straight and use your arms to balance.
- You should feel the stretch along the front of the left thigh and along the hamstrings of the right leg.

Biceps Stretch

- Stand tall, feet wider than shoulder-width apart, knees slightly bent
- Hold your arms out to the side parallel with ground and palms facing forward.
- Rotate hands so the palms face the rear.
- Stretch the arms back as far as possible
- You should feel the stretch across your chest and in your biceps.

Shoulder Stretch

- Stand tall, feet wider than shoulder-width apart, knees slightly bent
- Place your right arm, parallel with the ground across the front of your chest
- Bend the left arm up and use the left forearm to ease the right arm closer to your chest.
- You should feel the stretch in your shoulder.
- Repeat with the other arm.

Calf Stretch

- Stand tall, feet with one leg in front of the other, hands flat and at shoulder height against the wall.
- Ease your back leg further away from the wall, keeping it straight and press the heel firmly into the floor.
- You should feel the stretch in the calf of the rear leg.
- Repeat with the other leg.

Adductor Stretch

- Stand tall, feet wider than shoulder-width apart.
- Bend the right leg and the lower body.
- Keep your back straight and use arms to balance.
- You should feel the stretch in the left leg and adductor.
- Repeat with left leg.

Quadriceps Stretch

- Stand tall with feet comfortably apart
- Grab hold of a stationary object for balance with one hand.
- Use opposite hand to grasp the leg around the ankle.
- Lift towards your buttocks.
- Repeat with other leg.

Tips to become **MORE ACTIVE**

There are 1440 minutes in everyday... Schedule 30 of them for physical activity.

- Walk, cycle, jog, skate, etc., to work, school, the store, or place of worship
- Park the car farther away from your destination
- Get on or off the bus a few blocks away
- Take the stairs instead of the elevator or escalator
- Play with children or pets. Everybody wins
- Take fitness breaks-walking or doing desk exercises-instead of taking cigarette or coffee breaks.
- Do garden or home improvement activities
- Avoid labor saving devices. Turn off the self propel option on you lawn mower or vacuum
- Use leg power-take small trips on foot to get your body moving
- Exercise while watching TV
- Keep a pair of comfortable walking or running shoes in your car or office. You'll be ready for activity wherever you go
- Take Saturday morning walks
- Walk while doing errands.

Tips for people who have been inactive for a while

- Begin by choosing moderate-intensity activities that you enjoy the most
- Gradually build up the time you spend doing the activity by adding a few minutes every few days, until you can comfortably perform a minimum recommended amount of activity (30 minutes)
- Vary your activities, both for interest and to broaden the range of benefits.
- Explore new activities
- Reward and acknowledge your efforts.

Improving Physical Activity In Workplaces

All recommendations have been rated in terms of cost and ease of implementation. The ratings are as follows

Low cost
| \$ |

Moderate Cost
| \$\$ |

Easy to implement
| * |

Moderate effort to implement
| ** |

Making physical activity easier

Provide time for physical activity during breaks, meetings, and at lunchtime. Offer scheduled activity breaks during the workday for all employees. Support for physical activity can also be encouraged by having “walking meetings”, setting dress codes that allow for comfortable clothing and shoes, and making space available.

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Physical activity facilities

On-site gyms and reimbursement for facility memberships off-site are a great ways to help employees fit activity into their day. They are most effective when they are combined with incentives, encouragement, and workplace cultures that support physical activity.

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Adopt a stairwell campaign

If your workplace has stairs, begin a campaign that encourages employees to take the stairs. Playing music in the stairwells and hanging art work , or painting the walls can easily be done to encourage this behavior.

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Active Commuting

Implement worksite policies to encourage active transit for commuting to and from work.

A worksite might:

- Offer incentives for employees who walk, ride a bike, take public transit, or carpool to work.
- Locate workplaces in safe locations so employees can walk on breaks or during lunch.
- Offer safe and secure bike storage.

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Walking/Physical Activity Resources

1. 10 k-a-Day (Health Enhancement Systems) www.hesonline.com
2. America Walks www.americawalks.org
3. American Volkssport Association www.ava.org/
4. Clark County Health District's Physical Activity Programs
http://www.gethealthyclarkcounty.org/chronic_disease/physical_activity.html#exercisework
5. Healthier US <http://www.healthierus.gov/index.html>
6. Hearts N' Parks
http://www.nhlbi.nih.gov/health/prof/heart/obesity/hrt_n_pk/
7. Just Move <http://www.justmove.org/>
8. Local Hikes in Las Vegas <http://localhikes.com/>
9. National Recreation and Park Organization <http://www.nrpa.org/>
10. President's Challenge www.presidentschallenge.org
11. Shape Up America www.shapeup.org
12. Strong Women Strong Bones www.strongwomen.com
13. US Department of Health & Human Services
http://www.smallstep.gov/step_1/step1_index.html
14. VERB program <http://www.verbnow.com/>
15. Walk Texas www.tdh.state.tx.us/diabetes/walktx/home.html

For information to reduce the risk of knee injuries, go to the following website:

National Institute of Arthritis and Musculoskeletal and Skin Diseases

<http://www.niams.nih.gov/hi/topics/kneeprobs/kneeqa.htm>

Individual Links to Clark County Community Centers for Fitness Centers and Classes:

Clark County Parks and Community Services

<http://www.accessclarkcounty.com/parks/homepage.htm>

Community Centers

<http://www.accessclarkcounty.com/parks/CommunityCenters.htm>

Clark County Parks

<http://www.accessclarkcounty.com/parks/PDF/parkinfo1.pdf>

Senior Centers

http://www.accessclarkcounty.com/parks/Senior_Centers.htm