




**COUNTY BOARD OF HEALTH  
POLICY # CO-12006  
PHYSICAL ACTIVITY POLICY AND PROCEDURE**

Approval:		<i>12-15-24</i>
	District Health Director	Date

**1.0 PURPOSE**

The District Health Director (DHD) supports all Department of Public Health (DPH) employees in engagement in regular physical activity and in making lifestyle choices that promote health and well-being.

**2.0 AUTHORITY** – The Physical Activity Policy and Procedure is published under the authority of the County Board of Health (CBOH) and in compliance with the following:

- 2.1 Healthy Lifestyles and Prevention America Act (HeLP America Act) of 2004
- 2.2 Occupational Safety and Health Act of 1970
- 2.3 Center for Disease Control and Prevention Worksite Initiative, LEAN Works! and Best Practices
- 2.4 Work Healthy Georgia Handbook

**3.0 SCOPE**

This policy applies to all CBOH employees.

**4.0 POLICY**

The policy of the CBOH will provide up to 30 minutes of the employee scheduled workday to engage in physical activity in support of this philosophy during the course of a normal workday.

**4.1 ACCOUNTABILITY**

- 4.1.1 Supervisors will encourage and support employees in using their physical activity break in order to decrease employee stress, help prevent overuse patterns from extended sitting and computer use and help promote caloric expenditure – promoting a healthier BMI.
- 4.1.2 Employees are responsible for initiating and utilizing they physical activity break in order to promote a healthier lifestyle.

District 2 will also encourage the selection of healthier foods for the catering of sponsored events. Examples of healthy food providers will be given by Health Promotion Coordinator to those in

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charge of purchasing food. These examples will include a salad bar, vegetable plates, fruit plates, and healthy drinks (i.e. 100% fruit juice, water, low-fat milk).

Each employee will be encouraged to take advantage of regular health risk assessments offered by their health insurance programs, as well as the customized recommendations provided by those assessments, and to see their healthcare provider regularly for health maintenance visits. Health and wellness best practice tips will be communicated through periodic electronic newsletters to foster communication and discussion among District 2 employees.

## **5.0 DEFINITIONS**

- 5.1 CBOH** – County Board of Health
- 5.2 DHD** – District Health Director
- 5.3 DPH** – Georgia Department of Public Health
- 5.4 BMI** – Body Mass Index
- 5.5 Normal Workday** – Hours of operations of 8am – 5pm

## **6.0 RESPONSIBILITIES**

- 6.1** The DHD and/or the Wellness Committee is responsible for issuing and updating procedures to implement this policy.
- 6.2** Program/Office Directors and direct supervisors are responsible for encouraging compliance with this policy.

## **7.0 PROCEDURES**

- 7.1** A maximum of 30 minutes in a normal workday will be used to engage in physical activity. For workdays that the office has extended hours, an additional 15 minutes of activity is allowed. For workdays that the office closes early, only 15 minutes of physical activity is allowed.
- 7.2** Employees are required to work with supervisors to ensure the physical activity break does not impair the agency mission.
- 7.3** Physical activity breaks can be taken in the form of:
  - 7.3.1** Three each 5-minute breaks and one 15-minute break.
  - 7.3.2** Two each 15-minute breaks
  - 7.3.3** One each 30-minute break

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**7.3.4 Three each 10-minute breaks**

- 7.4** Supervisors will encourage and allow staff to combine the designated physical activity breaks with lunch breaks, not to exceed sixty minutes combined break.
- 7.5** These physical activity breaks replace what were previously considered the morning and afternoon breaks.
- 7.6** Employees are encouraged to engage in heart healthy physical activity such as walking, jogging, group exercise classes, cycling, dancing, stair climbing, etc.
- 7.7** Employees are not permitted to end work early and exercise without returning to their place of employment. However, an employee may be excused to exercise at the end of their workday if they report back to work before their departure for that day.
- 7.8** Employees must report to work in the morning prior to taking their 30 minute physical activity break. Employees cannot report to work 30 minutes late to accommodate the exercise before their scheduled arrival time.

**8.0 REVISION HISTORY**

<b>REVISION #</b>	<b>REVISION DATE</b>	<b>REVISION COMMENTS</b>
1	March 8, 2023	Initial Issue
2	September 6, 2024	Revision

**9.0 RELATED FORMS**

*None*