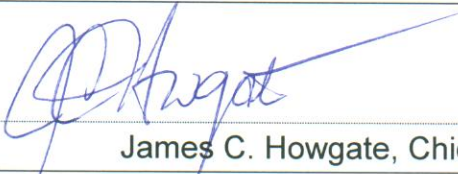
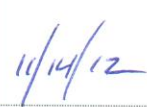




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # CO-12006
PHYSICAL ACTIVITY POLICY AND PROCEDURE**

Approval:		
	James C. Howgate, Chief of Staff	Date

1.0 PURPOSE

The Commissioner 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.

1.1 AUTHORITY – The Georgia Department of Public Health (DPH) Physical Activity Policy is published under the authority of DPH and in compliance with the following:

- 1.1.1 Healthy Lifestyles and Prevention America Act (HeLP America Act) of 2004
- 1.1.2 Occupational Safety and Health Act of 1970
- 1.1.3 Center for Disease Control and Prevention Worksite Initiative, LEAN Works! and Best Practices
- 1.1.4 Work Healthy Georgia Handbook

2.0 SCOPE

This policy applies to all of the Department of Public Health.

3.0 POLICY

The policy of the Department of Public Health will provide up to 30 minutes of the employee scheduled work day to engage in physical activity in support of this philosophy.

3.1 ACCOUNTABILITY

- 3.1.1 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.
- 3.1.2 Employees are responsible for initiating and utilizing the physical activity break in order to promote a healthier lifestyle.

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4.0 DEFINITIONS

4.1 DPH – Georgia Department of Public Health

4.2 BMI – Body Mass Index

5.0 RESPONSIBILITIES

5.1 DPH Office of the Chief of Staff, Worksite Wellness, is responsible for issuing and updating procedures to implement this policy.

5.2 Program/Office Directors and direct supervisors/designates are responsible for encouraging compliance with this policy.

6.0 PROCEDURES

6.1 A maximum of 30 minutes in a given workday will be used to engage in physical activity.

6.2 Employees are required to work with supervisors to ensure the physical activity break does not impair the agency mission.

6.3 Physical activity breaks can be taken in the form of:

6.3.1 Three each 5-minute breaks and one 15-minute break.

6.3.2 Two each 15-minute breaks.

6.3.3 One each 30-minute break.

6.3.4 Three each 10-minute breaks.

6.4 Supervisors will encourage and allow staff to combine the designated physical activity breaks with lunch breaks, not to exceed sixty minutes combined break.

6.5 These physical activity breaks replace what were previously considered the morning and afternoon breaks.

6.6 Employees are encouraged to engage in heart healthy physical activity such as walking, jogging, group exercise classes, cycling, dancing, stair climbing, etc.

6.7 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.

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6.8 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.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	October 10, 2012	Initial Issue
1		

8.0 RELATED FORMS

None.