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# MEMO

HEALTH CARE AGENCY

May 15, 2008

To: David Souleles, Deputy Agency Director, Public Health Services

From: Lisa Bauer, Human Resources Manager

Re: Participation Lift Off! Physical Activity Breaks during regular work hours

This is in response to Health Promotion's inquiry regarding whether Health Care Agency staff may participate in ten-minute long Lift Off! physical activity breaks during regular work hours. This is in contrast with prior physical activity efforts that encouraged longer periods of physical activity before/after work or during breaks and lunches.

After reviewing the elements of the Lift Off! program, I am comfortable with employees participating in the Lift Off! program during regular work hours with the following caveats:

- The Lift Off! program may not be appropriate for every work setting or environment. Implementation of Lift Off! should be determined on a program basis. Lift Off! must not interfere with the delivery of clinical or client services. Lift Off! physical activity breaks should not take place in areas that are visible to clients or the general public. For staff in field or out-stationed assignments, travel time or mileage are not appropriate for participation in Lift Off! physical activity breaks. However, Lift Off! physical activity breaks could be incorporated into staff meetings, or other times that staff may be gathered in the office.
- Time spent during the 10 minute physical activity breaks must be facilitated in accordance with the Lift Off! program guidelines. The express purpose of this structured program is to improve employee wellness, and reduce the likelihood of employee injury/illness.
- While all staff may be encouraged to participate, employee participation in the Lift Off! program is voluntary. However, staff who do not participate in Lift Off! do not receive additional break time beyond their entitlement under the applicable Memorandum of Understanding.
- Any staff member who feels that they may have been injured as a result of their participation in Lift Off!, must report the injury to their supervisor immediately. The supervisor must complete and provide the employee with appropriate Workers Compensation forms, notifications, and referral for medical treatment.

If you haven't any further questions, please let me know at 834-2869.

Cc: Amy Buch, Division Manager, Health Promotion