Click on the tabs below to learn how to implement the UMR Worksite Wellness - ‘Get Up and Move’ challenge.
Get Up and Move Program Overview for Employers

Who: All employees who are willing to participate

Objectives: Build camaraderie, encourage healthy lifestyle changes or healthy behavior maintenance, improve employee satisfaction, allow additional time for worksite wellness coordinators to interact with employees.

Concept: A clear and ready-to-implement wellness program designed for wellness coordinators to provide to their employees.

Goal: The program encourages participants to begin or maintain physical activity through incentives, education, and good old fun. It encourages retention through various activity options that suit the interests and attention of many. Retention is also encouraged through basic, weekly participation tracking.

Program Duration: 6 weeks

Employer Resources: Materials to plan, promote, deliver, and evaluate the program (see Introductory Materials and Forms tabs below)

Employee Resources: Educational resources to guide and educate participants on the importance of why and how to incorporate physical activity into their day; activity logs for participants to track and compare their progress (see Weekly Handouts and Forms tabs below)
To execute a successful wellness challenge, follow these five simple steps: Planning, Promoting, Registering, Delivering and Evaluating the challenge.

**Planning Stage:**

1) **Gain senior-level support**
   Send a letter or e-mail to communicate the need and purpose of challenge, how employees will participate and the results expected.

2) **Set goals and objectives**
   State clearly and be specific in what you hope to accomplish and how to evaluate your efforts (see example goals and objects in column at left).

3) **Recruit a team**
   If you don’t already have a wellness committee at your company, round up a diverse team in order to gain a wide perspective of what employees need/want.

4) **Develop a budget**
   Budget for promotional materials, paperwork, incentives and meetings (refer to sample budget in Forms tab).

### Sample goals:
- To increase physical activity among employees
- To raise awareness among employees about the benefits of a specific type of physical activity
- To motivate employees toward making positive healthy behavior changes
- To collect data to support future program decisions

### Sample objectives:
- To have 25 percent of employees participate in the Get Up and Move incentive campaign
- To have 85 percent of participants be able to list the benefits of physical activity by the program’s end
- To achieve a 90 percent participant completion rate
Implementation

Promoting:

- **Identify areas for promotion**
  Target areas with high visibility to promote the campaign with clear and easy-to-understand information, printed in large letters so that people can easily read as they pass by.

- **Multiple lines of communication**
  Get your message out by using all channels of communication (newsletters, Internet, intranet, pay check stuffers, posters, table tents, e-mail); include the basics: who, what, when, where, why and how.

- **Timing**
  Promote the campaign 60 days in advance at departmental meetings, luncheons or social gatherings (refer to the Checklist & Timeline in the Forms tab to ensure proper timing of all elements of the campaign).

- **Locate key people that you want to take part in your program**
  Identify your company’s informal leaders to take part in the program, which should encourage others to participate.
Registering:

- **Make registration forms available**
  Have a central location for forms, using the same promotional areas of high visibility. The form should include contact information, registration deadlines and other important dates of the campaign.

- **Pre-challenge survey**
  Have each member complete a pre-challenge survey at the time of registration (refer to sample pre-survey in the Forms tab). This survey will collect important data about current levels of activity and will be used during the evaluation stage of the challenge.
Implementation

**Guidelines:**

- The challenge can be administered as an individual or team challenge, with teams of up to five members.

- Individuals will record their daily activity points on their tracking log, based upon a list of activities and how many points each is worth.

- At the end of the challenge, participants will tally up their points and turn in their results to their challenge coordinator. If it is a team challenge, the participants will give their tracking logs to their team captain, who will average the points and turn in the results to the coordinator.

- The individual or team with the most points wins the challenge.

**Delivering the Challenge:**

- **Kickoff**
  Schedule a time and place for participants to meet to kick off the program and to communicate guidelines.

- **Resources (handouts and Internet)**
  Distribute handouts to keep employees motivated and informed (refer to the Introductory Materials tab).

- **Continued program communication (e-mails, motivational stories)**
  Encourage and motivate through e-mail and by sharing success stories; offer opportunities to express concerns (refer to the Introductory Materials tab for samples).
Delivering the Challenge (continued):

- **Incentives**

  Incentives can make or break a program – if you offer incentives employees like, they'll most likely come back for more. Here's some ideas:

  - Gift certificates to local grocery or health food stores
  - Cookbooks
  - Calorie and fat counter books
  - Magazine subscriptions relating to exercise, healthy cooking, etc.
  - T-shirts/sweaters with program logo
  - Water bottles with program logo
  - Gym bags with program logo
  - Coolers
  - Lottery tickets
  - Specialty food/fruit baskets
  - Vegetable steamers
  - Bread makers
  - A “well” day off
  - Free massages
  - Pedometers
  - Meal tickets to cafeteria
  - Special parking place
  - Special access to company-sponsored restaurant, cafeteria, store, or service
  - Waiver of a program fee (i.e., cost for use of company fitness facility)
Implementation

Evaluating:

• **Distribute post-program challenge surveys**
  Hand out the same survey given prior to the program in order to compare pre and post results (refer to the Forms tab).

• **Hand out program evaluation forms**
  Each participant should be able to provide ample feedback; comments will serve as a critical piece in the improvement of the program (refer to the Forms tab).

• **Company evaluation**
  Use this evaluation to see how well you and the company did as a whole to provide employees with the means to be successful with their physical activity efforts (refer to the Forms tab).

• **Communicate the results**
  After collecting and analyzing the evaluation materials, it’s important to relay the information to participants and management.
Click on the thumbnails or hyperlinks at right to open and print the introductory materials.

The documents can be downloaded and saved as electronic files. The PDF files contain customizable form fields where you can add your specific information in the blank areas.

**E-mail templates:**

*Click here* to access e-mail templates that can be used to send to employees to introduce and reinforce the worksite wellness program.

**Letter template:**

*Click here* to open a letter template that can be used by senior management to send out to employees, asking them to become involved in the worksite wellness program.

**Introductory Flyer:**

This flyer can be handed out to members at the beginning of the challenge to increase participation and educate employees about the program.

**Introductory Poster:**

Use this poster to encourage employees to sign up for the “Get Up and Move” challenge. Post around the workplace and in break areas.
Weekly Handouts

We’ve provided you with weekly handouts related to exercise and healthy habits, so you can keep your employees motivated throughout the challenge.

Click on the thumbnails to open and print the handouts.

- **What is Physical Activity?**
- **20 Ways You Can Be More Active**
- **Exercise Hydration**
- **10 Ways to Use ‘Snippets’ for Exercise**
- **Physical Activity and Weight Control**
- **Top 10 Reasons to Take the Stairs**

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You don’t have to run marathons to gain health rewards from physical activity.

- Moderate/Hard Activity
  - Moderate
  - Vigorous

Your goal is 30 minutes a day at short intervals. Increase your physical activity and do it 3 times per day. Incorporate 10 minutes of strength exercises a day.


Develop a support system of people to help you answer.

If you’re someone who doesn’t exercise because you don’t have time, this article is for you.

Here are some creative ways to use “snippets” of time for exercise.

1. Take an extra lap or two in the grocery store before you start shopping
2. Play with the kids or take a family walk
3. Exercise during TV commercials (there are 20 minutes of commercials each hour!)
4. Go roller skating or biking
5. Take the stairs
6. Mow the lawn with a push mower
7. Go for a hike
8. Walk the dog
9. Jump rope
10. Take the stairs

What is Physical Activity?

Physical Activity and Weight Control

- Light
- Moderate
- Vigorous

Walking 12 minutes per mile, running 8 minutes per mile, biking at least 12 minutes per mile, inline skating, dancing, raking the lawn, mopping, vacuuming, or painting? If so, you are doing Moderate Activity.

Moderate Activity
- General gardening
- Swimming laps
- Jogging or running
- Heavy gardening
- Cross-country skiing

Vigorous Activity
- Jogging every day
- Swimming laps
- Running long distance
- Cross-country skiing
- Weightlifting

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Physical activity is important to physical health, emotional well-being and achieving a healthy weight. Physical activity may help you control your weight by using excess calories that would normally be stored as body fat.

Balancing the calories you eat with the calories you use through physical activity may help you maintain your current weight.

This amount of physical activity may reduce your risk of developing some chronic diseases. It increases your chances of living longer and healthier.

Tips to Take With You

- Good sources of fluid include water, sport drinks, juices, soups, smoothies, and sports drinks, juices, soups, smoothies, and fruit. Replace fluid and potassium losses by consuming fruits and vegetables.
- For short duration (<60 minutes), low to moderate intensity activity, water is a good choice to drink before, during, and after exercise.
- For moderate to high intensity activity, sport drinks (6-8% carbohydrate) are good options for moderate to high intensity activity.
- Follow a personalized fluid replacement plan to prevent the consequences of excessive (>2% body weight loss) dehydration such as early fatigue.
- When, what, and how much should I drink to improve my energy at the gym?

Athlete Scenario

when I take my classes at the gym? I feel like I'm not getting enough water because I'm exercising very hard. When, what, and how much should I drink to improve my energy at the gym? I took a class at the gym that included a lot of intense exercises, and I tend to sweat a lot. Before I leave the gym, I feel very tired and dehydrated. After I leave the gym, I feel more rested and energetic. I want to maintain my energy levels throughout the class.

For my resistance training and cardio workouts at the gym, I bring a water bottle with me. I drink water before, during, and after my workout. I also use a sports drink during my workout. I find that I can maintain my energy levels throughout the class if I drink enough fluids.

For my classes at the gym, I try to drink enough fluids before, during, and after my workout. I find that I can maintain my energy levels throughout the class if I drink enough fluids.

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Click on the document titles to open and print the forms.

All of the forms are set up as Adobe Acrobat electronic files. You can open the file in Acrobat, and fill out the forms by selecting a form field and typing your information.

**Challenge Checklist:** A handy checklist to make sure all planning aspects are in order.

**Sample Budget:** Use this sheet to track your financial resources.

**Sign-up Sheet:** Post in central locations around the workplace to collect participant information.

**Internal Participant Roster:** You can use this form to keep track of all your employees participating in the challenge.

**Pre-Challenge Survey:** Send this survey out to all employees to fill out before they begin the challenge.
Click on the document titles to open and print the forms.

All of the forms are set up as Adobe Acrobat electronic files. You can open the file in Acrobat, and fill out the forms by selecting a form field and typing your information.

**Individual Activity Log:** This form will be used by challenge participants to track their weekly activity.

**Post-Challenge Survey:** Send this survey out to all employees to fill out after they complete the challenge.

**Participant Evaluation:** Send this evaluation out to all employees after they complete the challenge. Use the input and incorporate it into the next challenge.

**Company Evaluation:** Please fill out this evaluation and return it to your UMR Worksite Wellness Coordinator. We value your input and are always looking for ways to improve our programs.

### Activity Points Chart

These charts contain various physical activities that can be used to fill out the tracking log above. The right-hand column indicates how much time you must perform the activity to earn the corresponding points for that activity. If you engage in an activity for longer than the minimum time, you can earn additional points by adding half the point value for every additional 10 minutes of exercise (see example to right).

Activities marked with (*) do not require a minimum time.

Points are awarded for each time the activity is completed.

<table>
<thead>
<tr>
<th>Fitness Activity</th>
<th>Time</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerobic exercise to music</td>
<td>20 min</td>
<td>4 pts</td>
</tr>
<tr>
<td>Backpacking</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>Bicycling</td>
<td></td>
<td>4 pts</td>
</tr>
<tr>
<td>Bowling</td>
<td></td>
<td>½ pts</td>
</tr>
<tr>
<td>Canoeing or rowing</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>Dancing</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>Golf (carrying bag or pulling cart)</td>
<td>2 hrs</td>
<td>2 pts</td>
</tr>
<tr>
<td>Hiking (cross-country and hills)</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>Jogging or running</td>
<td></td>
<td>4 pts</td>
</tr>
<tr>
<td>Jumping rope</td>
<td></td>
<td>4 pts</td>
</tr>
<tr>
<td>Martial arts</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>Pilates/yoga/tai Chi</td>
<td></td>
<td>2 pts</td>
</tr>
<tr>
<td>Rock climbing</td>
<td></td>
<td>2 pts</td>
</tr>
<tr>
<td>sCUBA diving</td>
<td></td>
<td>2 pts</td>
</tr>
<tr>
<td>Skating</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>Skiing, cross-country</td>
<td></td>
<td>4 pts</td>
</tr>
<tr>
<td>Skiing, downhill</td>
<td></td>
<td>2 pts</td>
</tr>
<tr>
<td>Stair or bench stepping</td>
<td></td>
<td>4 pts</td>
</tr>
<tr>
<td>Swimming continuously</td>
<td></td>
<td>4 pts</td>
</tr>
<tr>
<td>Table tennis</td>
<td></td>
<td>½ pts</td>
</tr>
<tr>
<td>Team sports (soccer, basketball, etc.)</td>
<td>4 hrs</td>
<td>4 pts</td>
</tr>
<tr>
<td>Tennis/other racket sports</td>
<td></td>
<td>4 pts</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td>2 pts</td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>Water skiing</td>
<td></td>
<td>2 pts</td>
</tr>
<tr>
<td>Weight training</td>
<td></td>
<td>3 pts</td>
</tr>
<tr>
<td>&quot;Wii Fit&quot; or &quot;Xbox kinect&quot;</td>
<td></td>
<td>1 pt</td>
</tr>
</tbody>
</table>

**Daily Living Activity**

<table>
<thead>
<tr>
<th>Time</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 min</td>
<td></td>
</tr>
<tr>
<td>Garden</td>
<td>1 pt</td>
</tr>
<tr>
<td>Give up the remote for the day (*)</td>
<td>1 pt</td>
</tr>
<tr>
<td>Iron clothing</td>
<td>1 pt</td>
</tr>
<tr>
<td>Mow lawn w/push mower</td>
<td>1 pt</td>
</tr>
<tr>
<td>Other outdoor home projects</td>
<td>1 pt</td>
</tr>
<tr>
<td>Play with your children</td>
<td>1 pt</td>
</tr>
<tr>
<td>Park far from work entrance (*)</td>
<td>1 pt</td>
</tr>
<tr>
<td>Stand up and talk on the phone (*)</td>
<td>1 pt</td>
</tr>
<tr>
<td>Stretch after a workout, at bedtime, or in the morning</td>
<td>1 pt</td>
</tr>
<tr>
<td>Take stairs and avoid elevator (*)</td>
<td>1 pt</td>
</tr>
<tr>
<td>Vacuum/dust/wash dishes/other house chores</td>
<td>1 pt</td>
</tr>
</tbody>
</table>

*Example:* I went running for 30 minutes today

20 min at 4 pts
10 min at 2 pts
Total: 6 pts
Team Challenge

Group Challenge Modifications

If you would like to use the Get Up and Move program as a team challenge, follow the guidelines outlined previously, but consider a few revisions.

E-mail templates:
Click here to access e-mail templates to send to employees in GROUP challenges to introduce and re-enforce the program.

Individual Activity Log:
Click here for the form used by participants in team challenges to track their weekly activity.

Team Tracking Log:
Click here to use this form to track each team's progress during the challenge.

Initial Challenge Guidelines:

Teams can be of any size that the competition coordinator considers appropriate, however, we recommend teams of five to 10 members. This will allow each team captain to track his/her team more effectively.

Selecting Team Captains:

Team captains will be selected from within each team. Their role and responsibilities will include:

- Keeping all informed of challenge dates, rules, etc.
- Collecting weekly tracking logs from teammates
- Turning in all information necessary to the competition coordinator at the conclusion of the challenge

Tracking of Challenge Activity Points:

- Participants will give their tracking logs to their team captain, who will tally the points weekly and submit the results to the competition coordinator at the end of the challenge.
- The team with the most points will win the challenge.