## PARTNERS FOR A HEALTHY CITY

# Walk It Guide



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#### Introduction 4

Why Focus on Walking?

Who Can Use the Walk It Guide?

#### 5-11 **Implementation Strategies**

How to Conduct a Walk It Assessment of the Workplace

How to Implement Walking Meetings

How to Create a Destination Directory

How to Create Walking Maps

How to Create Walking Groups & Social Support

How to Promote Stair Use

How to Implement Healthy Parking

### 12-14 Communication Resources

Talking Points for Senior Level Support, a Wellness Committee, and Employees

**Success Stories** 

Sample Communication Templates

Sample Policies

## 15-21 Appendices

Appendix A: Walk It Assessment Tool

Appendix B: Sample Destination Directory

Appendix C: Sample Worksite Walking Maps

Appendix D: Sample Promotional Materials

Appendix E: Additional Resources & References

## INTRODUCTION

## **About Partners for a Healthy City**

Under the Partners for a Healthy City initiative, WELLCOM and the Douglas County Health Department have been working with more than 400 businesses, faith communities, and other organizations to create physical and cultural environments that support healthy, active lives in Omaha. This Action Guide is designed specifically around helping workplaces ensure they are providing an environment that is conducive to the most common form of physical activity — walking.

## Why Focus on Walking?

Across the nation, much of the focus on physical activity has revolved around the idea of exercise. While the amount Americans exercise during their leisure time has stayed stable and even increased slightly in recent decades, other ways of building physical activity into daily life – such as part of work or as a form of transportation – have greatly declined in America (Brownson, 2005).

Walking is the simplest way for people of all fitness levels to build physical activity back into their lives. Research has shown that even 10 minutes at a time – for example, to run an errand or take a quick break – is enough to have significant health benefits (U.S. Department of Health & Human Services, 2008). Plus, since walking requires no special training, scheduled classes, or equipment (besides comfortable shoes), walking is also convenient and affordable.

Did you know that only 15% of Americans belong to a gym or fitness center and only a third of that 15% use the gym on a weekly basis (Pauer, 2015)? Walking has the potential to reach far more people, and it has the lowest dropout rate out of any other physical activity.

While most people know that obtaining 30 minutes of moderate physical activity a day helps prevent chronic diseases (including heart disease, diabetes, obesity, and osteoporosis), there are also many immediate benefits to walking that directly relate to workplace satisfaction and performance (Centers for Disease Control and Prevention, 2012; Berkowitz, 2014).

Blood flow increases to the brain which improves concentration, memory, and decision-making.

Sugar and fat metabolism is better regulated which helps increase energy levels.

Stress is reduced through the release of endorphins that relieve pain and improve mood.

## Who can use the Walk It Guide?

For more than 30 years, Omaha has been a national leader in workplace wellness. Omaha companies understand the health of their employees is closely connected to their productivity and healthcare costs, but they also realize this is more than a financial issue — prioritizing wellness is part of creating a great place to work.

The purpose of this guide is to help organizations with the tools and support needed to build physical activity back into the lives of their employees through walking. The strategies included were chosen to be geared toward organizations of all sizes including large and small businesses, non-profits, faith-based and community organizations.

## **Implementation Strategies**

## Strategy 1: Walk It Assessment

A Walk It Assessment is simply going for a walk in and near the worksite to determine which options for increasing walking would be most successful. While it may already be apparent that some strategies will be a better fit than others for the organization, a Walk It is a great way to literally see the on-the-ground reality for employees while also involving a larger group of stakeholders.

As background, there are numerous ways in which walking can be built into people's lives but they primarily fall into these categories:

Walking to destinations (e.g. living close enough to walk to work, walking to and from a bus stop, running an errand over lunch or a break on foot)

Walking for recreation (e.g. holding a walking meeting, taking a short walking break, walking over lunch, walking groups and social support)

Taking the stairs

Parking farther away

## How to Conduct a Walk It Assessment of the Workplace

Before holding a Walk It, two preparation steps are necessary. First, determine who should participate in the Walk It. An ideal group size would be 6-12 people, and it works best to have a mix of perspectives such as both wellness committee members and facilities personnel.

The second step is to decide on a route for the Walk It. The route can take place both inside and outside the worksite, and can take anywhere from 30 to 90 minutes depending on the time available. Holding a Walk It as an hour-long Lunch N Learn is often a reasonable option. The leader for the Walk It should walk the route beforehand to identify features to point out and to determine safe places to have the group stop for discussions.

The following items are the four components of a Walk It, adapted from national walkability expert, Mark Fenton:

- 1. Brief Introductions: Allow people to connect and also to share what they hope to get out of the Walk It.
- 2. Education: Review the Walk It Assessment Tool with everyone so they have some exposure to factors that support or inhibit walking.
- 3. The Walk: Go along the planned route, making sure to stop several times to allow people to discuss their experience. Ask everyone to rate how walkable the environment is on a scale of 1 to 10 (10 is best, 1 is worst). Then ask them to explain why they rated it at the number they did. No right or wrong answers - just observations and open sharing.
- 4. Assessment & Debrief: Have participants fill out the Walk It Assessment form, or if time is short, have them look it over again. Then, have them break into groups of 2-3 and briefly share with each other what they learned from the experience. After quick report-outs from each group, hold a discussion about: 1) what environmental or cultural approaches they would want to see implemented at this worksite for supporting walking and 2) what next steps need to happen to get started.

#### Resources

Mark Fenton: How to Conduct a Walk Audit - youtube.com/watch?v=I-XnWtqz9Oc Walk It Assessment Tool - Appendix A

## Strategy 2: Walking Meetings

Walking meetings are one-on-one or small group discussions that are done while walking instead of sitting around a conference table. Not only do they allow people to build in physical activity, the act of walking helps people be more energized and creative because of improved blood flow to the brain. The act of walking side-byside with someone also helps to improve communication dynamics because people are focused on the issue ahead of them while they are literally moving in the same direction.

"Walking is the new golf course, particularly for women. It's where business is getting done."

Mary Ellen Player Senior Program Manager, Google

## **How to Implement Walking Meetings**

## Types of Meetings

One-on-ones works best. Larger meetings can be done if people can break off into groups of 2-3.

Meetings that are focused on brainstorming, building a relationship or shared purpose, or solving a particularly challenging problem are ideal for a walking meeting. Project management and other meetings that involve a strong focus on details or note-taking don't work as well when walking.

Meetings under 60 minutes are best because that is about how long people can hold a conversation.

#### Attire

Comfortable walking shoes are important, so it is a good idea to let people know ahead of time so they have a pair available. Since the focus of a walking meeting isn't on breaking a sweat, business clothing can still be worn.

#### Location

Outdoor routes that have been planned in advance usually work best, but indoor walking meetings can be done too. The key is finding a route where noise and other distractions won't be a problem. Also, a meeting can start as a 20-30-minute walk but still end up in a coffee shop or other meeting space.

### Other Options

If a full walking meeting isn't doable, walk together to the conference room or coffee shop and use the time to set the agenda.

Walk to have a conversation with a colleague instead of sending an email as a way to break up the day and get blood flowing.

Instead of sitting on the phone or at the computer for a conference call or webinar, listen in while building in a walk.

Check out Walk with a Doc, a program where patients take a walking meeting with a physician.

#### Resources

TED Talk: Got a Meeting? Take a Walk. americawalks.org/establish-walking-meetings-at-work forbes.com/sites/dailymuse/2013/04/04/how-taking-more-meetings-could-save-your-life

## **Strategy 3: Destination Directory**

Destination directories can be found in any mall in America, but Omaha created a unique version called the Walking Concierge. While downtown Omaha had long had numerous restaurants and bars that catered to employees, an influx of redeveloped properties and additional residents had brought a number of new amenities to the area. The Walking Concierge identified which of these amenities could help people accomplish an errand through a walking trip and then pulled that information together into a directory and map that was shared with businesses downtown.

This same approach of developing a destination directory can work well in other places in which there are a significant number of amenities within walking distance from the worksite.

### **How to Create a Destination Directory**

- 1. **Identify activities and errands** that employees could accomplish nearby especially over lunch or a break. Examples include buying groceries, checking out a book from the library, seeing a doctor, dentist or optometrist, filling a prescription, buying stamps or a gift, getting clothes dry cleaned, going out to lunch, etc.
- **2. Identify all the organizations and businesses** in the area that provide these services within a walkable distance (20 minutes or about 0.5 mile) and then compile location and contact information.
- 3. Organize the collected information into a directory with each business listed under the particular services that they provide. If possible, create a map that shows the location of each organization. Share the directory and/or map with employees either through print versions or electronically so people are aware of these destinations within walking distance.

#### Resources

Walking Concierge Folding Card & Poster - See Appendix B
Walking Concierge Story Map -- dogis.org/WalkingConcierge





## **Strategy 4: Walking Maps**

Figuring out a safe and convenient route to walk and then mapping it out is a great way to make it easier for people to take a walk — whether for a break or as part of a walking meeting. Signage displaying the map is also an easy way to prompt people about building walking into their day.

## **How to Create Walking Maps**

Once your organization or wellness committee decides to create a walking map, you will need to start planning your routes. There are two basic ways to map out a route — by distance or by time. To measure distance, you'll need access to a measurement wheel. For time, you can use a stop watch to provide approximate times for each route, keeping in mind that not everyone walks at the same pace.

While most people prefer to walk outside if possible, consider making an indoor map too if the layout of your building allows it so people have a route to use during inclement weather. Indoor walking maps can include stairs, if needed.

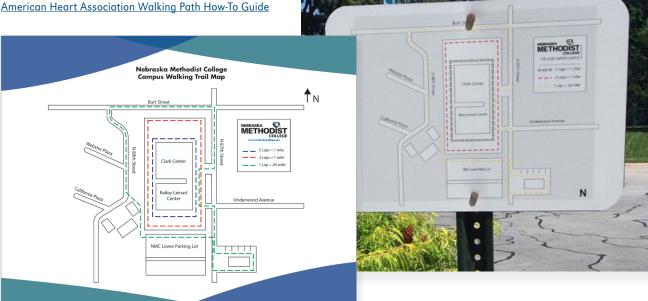
Plan on creating a short 10-minute route and a longer 30-60-minute route. By providing two different routes, your employees will have the option to take a quick walk break or get in a longer walk during their lunch hour or before/after work.

Once you have your route identified using your measuring wheel and/or stopwatch, you can use an image from Google maps to display your route. This might mean printing it off and drawing the route by hand. Otherwise, if you have access to a graphic design team, it would be a good idea to recruit them to help with the process.

Routes can also be marked by putting signage with the map at the starting point for the route. If permissible, you could stripe traffic paint along the route every 20 feet, or when the route changes directions.



Sample Walking Maps - See Appendix C Google Maps or Google Maps Pedometer



## **Strategy 5: Promoting Stair Use**

One of the simplest ways to build more physical activity in people's lives is to prompt them to take the stairs instead of the elevator.

#### **How to Promote Stair Use**

An inactive lifestyle can lead to obesity, diabetes, and even depression. Taking the stairs is a great way to be more physically active. In today's society, we are often presented with the option of taking the stairs, escalator or elevator. By choosing to take the stairs we can add a little more physical activity into our day. It is important to create "friendly stairwells" to ensure that they are safe and inviting. If your building has a stairwell, why not use it?

## How can you create friendly stairwells?

### Safety

Make sure there are proper hand rails and lighting.

## **Appearance**

Walls should be painted in bright colors.

Hang artwork, if permitted.

#### **Promotion**

Use clever prompts and signage to encourage people to take the stairs.

Display stair posters

#### **Resources**

partnersforahealthycity.org/phc/policy-center/organization/improve-stairs



## Strategy 6: Sole-mates (Walking Groups & Social Support)

One of the best benefits of walking is how easy it is to turn it into a social activity. Plus, the extra support is one of the reasons people have more success in continuing to walk.

## How to Create Sole-mates (Walking Groups & Social Support)

## Find a champion

Whether it's someone on your wellness committee, or someone passionate about physical activity, it is a good idea to have a leader.

#### **Promotion**

Hang up posters, send out emails/newsletters or post something on your organization's intranet. Word of mouth is a great way to build engagement. It would be a good idea to include some information about what your goals are for this walking group and how short or long the walks might be so people can have an idea of what to expect.

#### Creating Structure for the Walking Group

Set a date, time and location for the walks. Use your walking maps if you have them! If not, now is the time to create them.

#### Things to consider:

- Will you meet on the same day, at the same time every week? Everyone interested may not have the same flexibility. Consider different options such as walking before or after work, at lunch or on breaks.
- Creating a group name.
- Will members notify the group when they cannot attend?
- Identify under what conditions the group will not walk (ice on the sidewalks or extreme temperatures).
- Challenge the group and prevent boredom, by using different routes.

## **Expectations for Walking Leaders**

- Welcome new members.
- Ensure that walkers are aware of the structure of the walking group, such as dates, times and locations.
- Carry a simple first aid kit and a cell phone.
- Help with the promotion of the walking group to attract new members and to maintain the interest in the group.
- Check in with members of the group over time to assess needs. This will help keep it fun and inviting for everyone.
- Organize regular meetings to help motivate the group members. You could invite different speakers to talk about wellness topics, share walking related articles, tools or events, sign up for community walks as a team, and share success stories. Ask your wellness committee to promote these success stories to the entire organization to help recruit more people.
- Encourage your members to use a phone app that will help them keep track of their steps, distance traveled, or time spent walking. Tell them to keep track of their progress to increase motivation.
- Recognize members that have improved their health, lost weight or increased their number of steps taken per day.

#### **Resources:**

American Heart Association: How to Start a Walking Club Establishing a Community-Based Walking Group Program

## **Strategy 7: Healthy Parking**

Walking doesn't have to be built into a schedule. Adding a few steps (and the associated stress relief) could be as simple as parking farther away.

## **How to Implement Healthy Parking**

An organization can build healthy parking into their wellness program by identifying the parking spots farthest from the building and then putting up a Healthy Parking sign similar to a handicap sign or an "employee of the month sign." In addition to signs, painting the parking spot is also an option. There could also be recognition for parking in farther spots, such as earning points toward an incentive program. Get creative and make it fun!

#### **Resources:**

startribune.com/blue-cross-fighting-obesity-is-just-a-walk-in-the-parking-lot/165371636/



Photo Credit: Brunch Design Company

## **Communication Materials**

## **Talking Points for Senior Level Support**

## Return on Investment for Walking Initiatives

There is evidence to show that investing in the health of your employees by promoting walking will provide a strong return on investments. For example, David Pauer, Director of Wellness for the Employee Health Plan of Cleveland Clinic, estimates that the Cleveland Clinic Health Plan has saved \$80 million in unnecessary health care costs by spending \$1 million on promoting walking in combination with creating a smokefree campus and installing healthy vending machines (Pauer, 2015).

## **Productivity Benefits of Walking**

While walking helps prevent a host of chronic diseases and the increased health costs associated with them, it also has immediate benefits related to productivity and work satisfaction.

- Walking increases blood flow to the brain which improves various executive functions such as concentration, memory, and decision-making. Researchers at Stanford University found that creative output is increased by 60% when walking compared to sitting (Oppezzo, 2014).
- Sugar and fat metabolism is better regulated during walking which helps increase energy levels.
- Walking helps regulate the levels of stress hormones such as cortisol which can weaken the immune system. Stress is also reduced by walking through the release of endorphins that relieve pain and improve mood.

#### Hard to Reach Individuals

- Walking is the easiest and safest form of physical activity for people who already have a chronic condition or who are typically sedentary.
- Walking also has the lowest dropout rate of the various forms of physical activity partly because it requires no special equipment or designated class times.

#### **Success Stories**

University of Nebraska at Omaha Employees Step Out for Twice-Weekly Walks

Lunchtime Walkers Rock the Owest Center Arena

Cleveland Clinic

## **Sample Communication Templates**

## **Walking Maps**

{Organization Name} is committed to providing physical activity options for the people of our organization. We are excited to announce our new walking maps! Whether you need a quick reenergizing break or a nice long walk over your lunch break, this map is for you. Check out the NEW walking maps today! {Insert where they can find the maps}

{Organization Name} is helping our employees increase the number of steps they take each day! We encourage you to get up and move throughout the day. If you need a quick break to reenergize, or if you want to get some physical activity in during your lunch break, check out our new walking maps for a safe, easily accessible route.

Are you struggling with the mid-afternoon energy crash? Skip the coffee, stop what you are doing, and get up and move! Come check out our new walking maps for a quick reenergizing 15 minute break! A quick walk will help reduce stress and increase your energy levels.

You've been sitting at your desk all day. It's time to get up and move! Come check out our new walking maps and get some steps in! A quick walk will help increase energy levels and improve your focus to get you through the rest of your day.

## **Healthy Parking**

{Organization Name} is taking steps in the right direction to create a healthy environment for our employees. We want to make sure you are taking your steps too! Check out our new Healthy Parking initiative today! We have identified the parking spot located farthest from the building and we challenge you to make it your new spot. (Maybe include an image of the new parking sign so they know what to look for).

Someone beat you to the new Healthy Parking spot? No worries, there's always tomorrow!

The difference between the closest parking space and the Healthy Parking Space is (insert number of steps here). Every Step Counts. Don't miss out on those extra steps!

#### Sole-mates

Interested in getting some extra steps in during your day? Ask me about our Sole-mates program, which is our new walking group. One of the best benefits of walking is how easy it is to turn it into a social activity. Plus, the extra support is one of the reasons people have more success in continuing to walk. Come join us!

Have you heard about our new Sole-mates program? It is our new walking group that meets (Insert dates and times here. Also, include how short or long the walks are so people can have an idea what to expect). For more information contact (insert contact information here). We want you to join us!

#### **Walking Meetings**

{Organization Name} is taking steps in the right direction to create a healthy environment for our employees. We want to make sure you are taking your steps too! Did you know our company supports walking meetings? Walking meetings are one-on-one or small group discussions that are done while walking instead of sitting around a conference table. Not only do they allow people to build in physical activity, the act of walking helps people be more energized and creative because of improved blood flow to the brain. Schedule a walking meeting today!

{Organization Name} encourages you to get up and move throughout your day. Walking meetings are a great way to do just that. The act of walking side-by-side with someone helps improve communication dynamics because people are focused on the issue ahead of them while they are literally moving in the same direction. Be sure to schedule a walking meeting today!

## **Sample Policies**

A policy is a written rule or guideline that outlines a plan of action applicable to all employees. Policies that support physical activity provide employees with the opportunity to make a healthy choice. Policies can affect large groups of people and have long term impacts. Policies within the workplace shape the culture. A policy that supports physical activity provides the opportunity for leaders to show a formal pledge to the health of their employees.

that all meetings will be opport		(Name of Organization) ns include holding a "walking meeting" dle of the scheduled meeting.
allow employees to adjust their will be permitted to extend their	workday schedule for physical ac	(Name of Organization) to tivity, to the extent possible. Employees ditional time is made up during the day. In times with their supervisor.
to provide a walking map that		(Name of Organization) asily accessible. Employees will be ne workday.

## **Walk It Assessment Tool**

http://partnersforahealthycity.org/wp-content/uploads/2016/01/Walk-It-Assessment.pdf



## **Sample Destination Directory**



## **Sample Walking Maps**

Western Nebraska Community College

# WNCC says "Walk This Way!"

Walking does not require breaking a sweat. All you need is 10-minutes and a comfortable pair of shoes, making it the perfect workplace exercise.









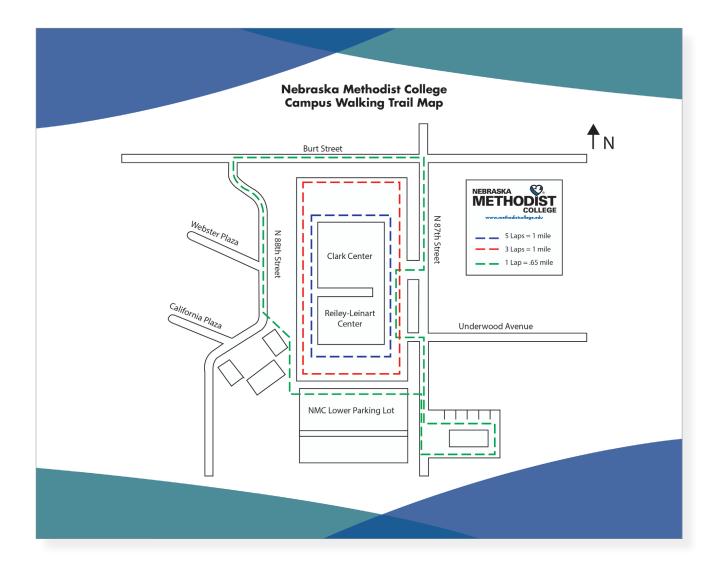




**Panhandle Worksite Wellness Council** Panhandle Public Health District

"Walking just might be the single greatest intervention for overall health benefit."

## Nebraska Methodist College



#### Cabela's



## Route 1 - Best route for a quick break (7-10 mins)

1 lap around the Main floor, up any flight of stairs, and 1 lap around the top floor.

This route is approx. 0.41 miles\* and should burn approx. 31 calories.\*

## **Main Floor** 973 ft



## Top Floor 1056 ft



ı took to walk that distance to calculate your stride stride length is 2.5 feet. (50 feet ÷ 20 steps =

the start finish with masking tape. the starting line and walk normally to the end sh line (count both feet.) When the first foot crosses

Technology Academy, the average adult stride length

## Route 2 - Perfect for a lunchtime walk (20-25mins)

Walk the entire trail past retail, around the pond and back. This route is approx. 1.33 miles\* and should burn approx. 100 calories.\*



## Things You'll Need

Pedometer, Calculator, Masking tape, Tape measure 5 feet for shorter individuals and 2.75 feet for taller dometer to calculate how many feet you've walked. of feet by your stride (50 feet  $\div$  2.5 feet = 20 steps) et in a mile) to calculate your distance walked in miles. 00 steps  $\div$  5,280 feet/mile = 4.73 miles the number of calories burned per pound per mile when

weight in pounds. This is the total number of calories

you've burned by walking. (Example) If you weigh 150 lbs., then you burned 354 calories (4.73 miles x 0.5 calories/lb./mile x 150 lbs. = 354 calories.)



## Don't Forget!

To prevent injuries, build up your daily step count gradually. For more information and tons of great workout tips and ideas, go to www.livestrong.com



\*The numbers listed were calculated using a person weighing 150 lbs. with an avg. stride length of 2.5ft/step. Follow the below step-by-step instructions to calculate your individual stride length and calories burned.

## **Sample Promotional Material**









## **Additional Resources & References**

Surgeon General's Call to Action for Walking and Walkable Communities

Harvard Business Review: Sitting is the Smoking of Our Generation

23 and ½ Hours Video: What is the Single Best Thing We Can Do for Our Health?

#### America Walks

- Walk and Work: Innovative ways to integrate walking into workplace and business practices (Recorded Discussion)
- Establish Walking Meetings at Work
- **Changing the Culture**
- Resources to Empower Your Community with Walking Initiatives
- Use Apps to Encourage Walking

## Every Body Walk! Informational Videos

- Workplace Walking
- **Sedentary Lifestyles**
- Walking and Diabetes

## American Heart Association – Start Walking Now Program

- **Benefits of Walking**
- Fitting Fitness into a Busy Schedule

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