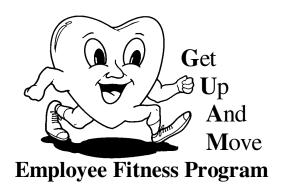
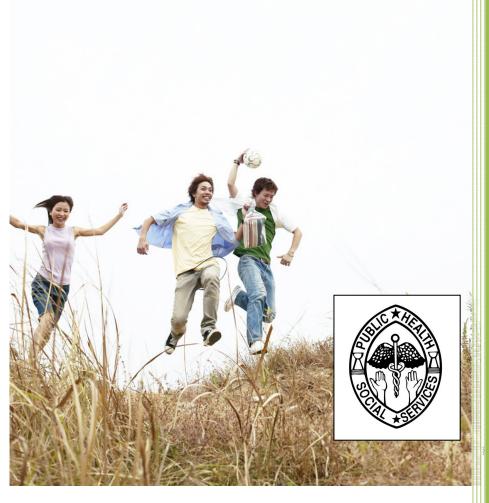
# 2009







**JULY 2009** 

PILOT PROJECT VERSION

### I. Goals and Objectives:

The Government of Guam through the Healthy Guam Initiative is reintroducing the Get Up and Move (G.U.A.M.) Program in light of the territory's goal to promote "health where we work" and in conjunction with the overall goal to promote "health where we work, live, and learn". This handbook attempts to provide general guidelines for the program. A group of Health Coaches from the various Departments conducted a number of work sessions to assess the workability of the program based on the draft prepared by staff from the Department of Health and Social Services and the Healthy Guam Initiative. Included in this handbook are program goals and objectives, a program logic model, statement of program policy, description of the program, procedures and methods, healthy lifestyle checklist, etc.

It is important to note that this handbook is a work in progress. Hence, the users of this handbook are encouraged to provide feedback to the Healthy Guam Initiative with hope of improving the guidelines and the overall program structure. The underlying assumption of this G.U.A.M. Program is that employees perform their best when they are healthy and that optimal employee performance is necessary for the island community to receive the best public service they deserve.

With this in mind, the overall goal of the Get Up and Move Program is to develop healthy and well-motivated Government of Guam employees who ACT immediately and correctly on tasks assigned to them because they:

- 1. Are productive anywhere they are assigned to complete a task
- 2. Cultivate a happy lifestyle of healthy eating and active living
- 3. Try to reach out to their co-workers to lead a healthy lifestyle

Given that the Government of Guam is reintroducing this program with no baseline data. the program objectives stated below aim to establish the benchmarks for the first year of implementation. Thereafter, more measurable and specific objectives will be developed, hopefully after the six months pilot period that begins in June, 2009.

Short-term Objectives. By the end of the program pilot period of six months, each GovGuam agency, through the designated Health Coach, should have a record of

1.	% of employees who sign up for the Guam Employee Health Program
2.	% of employees undergo initial health screening
3.	% of employees who undergo re-screening
4.	% of employees who obtain initial health lifestyle score

	<ol> <li>% of employees who participate in nutrition class</li> <li>% of employees who engage in Fitness Programs</li> <li>% of employees who follow the program rules and regulations</li> <li>% of employees who win in individual program competition</li> <li>% of agency teams who win in group program competition</li> </ol>
A.	Medium term Objectives: (Subject to refinement and/or modification at the end of the pilot period). By the end of the 12-months of the Guam Employee Health Program implementation, each Government of Guam agency, through the designated Health Coach, should have a record of
	10% of employees who sign up for the Employee Health Program 11% of employees undergo initial health screening 12% of employees who obtain initial health lifestyle score 13% of employees who increase health lifestyle score 14% of employees who participate in a nutrition class 15% of employees who practice proper nutrition on a regular basis 16% of employees who engage in Fitness Programs 17% employees who are recruited thru the Refer-A-Friend Program 18% employees who followed program policies 19% of employees who win in individual program competition 20% of agency teams who win in group program competition

Examples of more specific and measurable objectives tied up with long-term goal outcomes that may be considered after the end of the pilot period are the following:

The G.U.A.M. Program Logic Model shown below is a graphical depiction of the underlying assumption, priorities, program input, output and outcome of the program. As shown in Figure 1, the priorities that provide the impetus for the program are three-fold:

- a) The territory's goal of achieving health where we work, live, and learn
- b) The goals and intents of Executive Order 2009-08
- c) The goals of the Healthy Guam Initiative

The logic model assumes that if the resources shown on the INPUT section are made available to the employees, they will be motivated to join the program and keep the rules governing it. The OUTPUT section of the model includes the activities of the program and the target participants. There are five major activities comprising the program:

<sup>&</sup>quot;Reduce the number of employees who smoke from 30 percent to 25 percent by the end of the next fiscal year."

<sup>&</sup>quot;Reduce the overall use of sick leave by at least two percent from the previous year, after the first full year of program operation."

<sup>&</sup>quot;Improve employees' satisfaction, as measured by employee satisfaction surveys conducted before and after the first full year of program operation."

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- 1) Initial registration and health screening
- 2) Get Up and Move that will comprise the active living and physical fitness component of the program
- Health and Nutrition classes in which employees will learn not only proper 3) nutrition but also disease and infection control
- 4) Incentive program for employees that show positive changes by participating in the program'
- 5) Employee accountability mechanism to prevent abuse of privileges

The Guam Employee Health program targets all GovGuam employees, with the longterm goal of reaching even the employee's family members. The latter is based on the belief that it takes the whole family to support an employee's goal of better health and wellness. Major target groups that need to have a buy-in to this program are the Department heads and the supervisors that may make or break an agency's participation. Most important are the Health Coaches who will coordinate the program at the agency level and whose commitment consists not only of running a smooth operation but also ensuring that rules are followed to the extent that no abuses are committed by the participants.

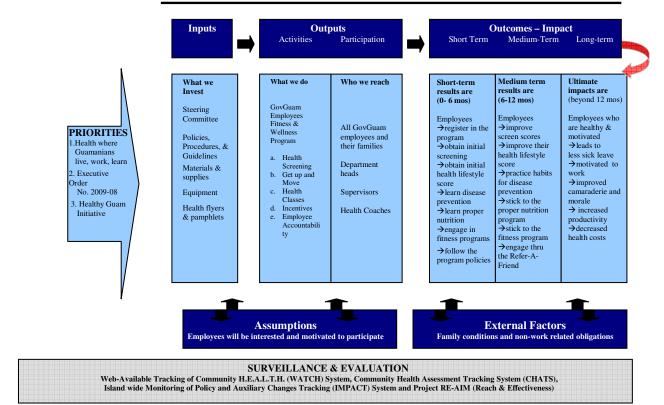
At the beginning of the program where little or no baseline data are available to benchmark program attainment, there will be a number of statistics that will be collected through the six-month pilot period. Data will not only be at the individual participant level, but also at the agency level and eventually at the government-wide level.

For example, data will be collected on the number and percentages of employees that register for the program, undergo health screening, complete the Health Lifestyle Checklist, attend nutrition classes, actively involve in the GUAM, etc. The same data will be collected at the medium-term, that is, a year after program implementation, with additional data on improvement in Lifestyle score, etc.

A Comprehensive Plan will be developed parallel to the implementation and the goals and objectives may be rewritten in a manner that depicts a more accurate picture of "what is" in order to chart a more clear "what should be".

The logic model also recognizes external factors that can come to play in the success of the program. Major factors relate with the impact of family conditions and other nonwork related barriers or helpers such as social relations and commitments, economic factors including the need to engage in a second job to make ends meet thus crunching the participant's time to engage in health and wellness activities.

FIGURE 1. Guam Employee HEALTH Program Logic Model



### II. Policy

As outlined in the Guam Physical Fitness and Wellness Plan: Visions 2001, the policy for the program shall be as follows:

- a) Every employee in **Department of Public Health and Social Services** will be allowed the opportunity to participate in the Get up and Move (GUAM) Program. The agency or department may survey their employees on the days and times physical fitness and wellness activities are to be conducted, and through a consensus, schedule the activities on those days and times.
- b) The **Department of Public Health and Social Services** will provide time during work hours but not more than one (1) hour and not more than three (3) days a week are allotted for physical fitness and wellness activities to the employee. The one hour includes preparation time for the program, personal hygiene time after the program, and travel time back to the work place.
- c) Employees that choose not to participate in fitness or wellness programs are not to use the time allotted for the program for personal business and must be at their place of work.

- d) Employees are hereby informed that the mission of Department of Public Health and Social Services takes precedence over the program when schedules conflict. The time allotted for fitness and wellness activities, as scheduled, will not be accumulated by the employee, should an employee be hindered from conducting their scheduled GUAM Program time.
- e) The Department of Public Health and Social Services will neither schedule nor allow their employees to schedule a one day physical fitness and wellness program each week by combining the time allotted for the week.
- f) Employees' supervisors and Health Coaches must be accountable for their subordinates' whereabouts when employees are engaged in physical fitness and wellness activities through the program. Likewise, employees must keep their supervisors and assigned Health Coach informed on their activities. They must be thoroughly familiar with the department's fitness and wellness program policies and procedures (if any) and this policy.
- g) Employees participating in physical fitness and wellness programs and/ or activities offered outside the Government of Guam will be at their own expense. However, the Lt. Governor's Healthy Guam Initiative and/ or the Governor's Council on Physical Fitness and Sports will assist and work with the agency or department to coordinate availability, accessibility, and affordability of various physical fitness and wellness programs outside the Government of Guam.
- h) Employees must provide program schedules and other program documents to their health coach, and their immediate supervisor emphasizing their fitness level goals, types of exercise(s) and the time the program will commence. As necessary, each employee is also responsible for providing updated documents to their Health Coach and supervisor.

## **II. The Program**

a) The Health Coach

Each state agency will designate a Health Coach, who will provide overall supervision and guidance in implementing the GUAM Program to their respective agency. The Health Coach will:

- Act as liaisons officer between their agency and the Lt. Governor's Healthy Guam Initiative and/or Governor's Council on Physical Fitness and Sports who will provide over- all direction and leadership for the program.
- Understand and implement the policies of the GUAM Program

- Collect and file pertinent employee and/or program documentation/s
- Ensure that all employee files and documents are organized, updated and are kept confidential
- Assess and monitor employee progress determined by the health indicators indicated in this policy
- Assist in developing various physical fitness and wellness activities to enhance employee participation in the program
- Provide recommendations that may help improve the program
- As needed, adapt this policy to help create a GUAM program suited for their particular department or agency.

Because of the importance of privacy and confidentiality regarding employees' files and records, each Health Coach is required to complete a **Health Coach Confidentiality Statement**. Health Coaches may be held liable should employees' personal information be revealed through improper handling and storage of files and documents.

The Health Coaches of the Department of Public Health and Social Services are:

- 1. Mr. Lawrence O. Alam, Program Coordinator IV
  Lifestyle Disease Prevention and Control Section
  Bureau of Nutrition Services
- 2. Mr. Eugene Santos, Health Education Administrator Health Education Section
  Bureau of Professional Support Services

Departments and/ or Agencies who do not have an officially designated Health Coach will not be allowed to implement the program, until such time as a Health Coach is designated by the agency.

## b) GUAM Program Team Leaders

Because the Department of Public Health and Social Services is larger compared to other government agencies, with various satellites around the island, the program also establishes the **GUAM Program Team Leaders** which will assist the Health Coaches in implementing the program to their particular employees.

Each bureau under the department will have an assigned GUAM Program Team Leader, who will act as liaisons officers to the DPHSS Health Coaches. If the particular section or office does not have a bureau, they can assign a GUAM

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Program Team Leader so that they can be represented in the program.

The GUAM Team Leader tasks and responsibilities include, but not limited to:

- Ensuring that all required program documentations are submitted to the Health Coaches.
- Ensuring that all updated program documentations are submitted to the Health Coaches.
- Providing monthly summaries of their employees' accountability sheets to include total accumulated steps for each of their employees. Team Leaders need not submit the accountability sheets to the Health Coaches and should be filed for their records.
- Assisting in coordinating health screenings and wellness activities in their office.
- Participating in GUAM Program Team Leader's meetings.
- Assisting in disseminating program information to employees
- Providing recommendations to the Health Coaches to help improve the program.

## c) GUAM Program Allowable Time

Days allowed for the program will be from Monday through Friday. Saturday and Sunday hours would be the employee's choice, however, this would not allow the employee to take off during the regular work week.

The times allowed for the fitness program will be one hour a day, three times a week.

Illustrative example:

Option 1:		
11:00 am - 12:00- Fitness program		
12:00 pm - 1:00 pm- Lunch		
Option 2:		
12:00 Noon - 1:00 pm- Fitness		
program		
1:00 pm - 2:00 pm- Lunch		
Option 3:		
11:30 am - 12:30 pm- Fitness program		
12:30 pm - 1:30 pm- Lunch		
Option 4:		
4:00 pm - 5:00 pm- Fitness Program		

An employee will not be allowed to accumulate their time. For example, an

employee may not "bank" their hours so that they can utilize three GUAM program hours in one day.

An employee can only participate in the GUAM Program for selected day(s) if the employee works a full day. For example, an employee cannot be on annual, flex or sick leave for a half a work day and then participate in the fitness program in the remainder of the day. Additionally, excessive tardiness in the morning can cause management to suspend an employee's fitness program.

Employees must prioritize the Department's daily operations before engaging in their respective fitness program.

### d) Evaluation Methodology

### Standard Health Indicators:

The GUAM Program is looking at several key health indicators to measure an employee's overall progress in the program. The program may measure any one or any combinations of the following health indicators:

- Body Weight
- Body Mass Index
- Body Fat Percent
- Blood Pressure
- Blood Sugar
- Blood Lipids (Total Cholesterol)

All Government of Guam agencies implementing the GUAM Program must utilize the standard health indicators as measures of progress.

An employee must show improvements in any one (or combinations) of the key health indicators, or achieve "maintenance mode," to be allowed to continue in the program.

Employees who are healthy, or have achieved normal ranges for all health indicators are expected to maintain these normal ranges through the program. These employees are considered in the "maintenance mode" and may require little supervision from their health coach. These employees are eligible or continue to be eligible in the program.

An employee that does not show any improvements, or show negative trends in

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any of the six health indicators for a given amount time must work with their health coaches to develop a suitable and appropriate wellness plan to help achieve success in the program. However, health coaches may recommend the suspension of an employee's program privileges should he or she continue to show no improvements.

An employee who shows negative trends in one or any combination of the health indicators, and who also shows positive trends to any one or any combination of the health indicators will be evaluated by the Health Coach on a case by case basis to determine if the employee can remain in the program.

The Health Coach can work with the Department of Public Health and Socials Services, or any sanctioned agency or activity that can provide health screening services to determine the health status for their employees. An employee will not be able to participate in the program without establishing at least one baseline standard health indicator. In addition, GUAM Program privileges may be suspended if progress is not determined through follow up health screenings.

The Health Coach will provide avenues for employees to determine their current health status by working with the Healthy Guam Initiative and/or Governor's Council on Physical Fitness and Sports to coordinate regular health screening activities (at least twice a year: the first is to establish employee baselines, second is to determine progress), or provide information for sanctioned health screening activities that their participants can avail.

An employee may work with his or her medical provider to provide measurements for these health indicators should their agency fail to provide health screening services.

Health indicators taken outside the program's sanctioned health screening activity will be approved by their Health Coaches on a case by case basis should an employee fail to participate in any of the sanctioned health screening activities outlined by the Health Coach.

A Health Coach, through the Healthy Guam Initiative and/or the Governor's Council on Physical Fitness and Sports can officially sanction a health screening activity to determine health progress.

### **Additional Health Indicators:**

Along with the standardized health indicators, Health Coaches may plan, design and implement additional (and agency specific) health indicators that may help provide a better determination for their employees' status. For example, a health coach may develop a plan to utilize the frequency of an employee's participation in the GUAM Program time as an additional health indicator to show improvement.

The additional health indicators must be approved for use by the Healthy Guam Initiative and/or the Governor's Council on Physical Fitness and Sports. They should be clearly stated and added to their agency's GUAM Program Policies and Procedures.

These additional health indicators may help a health coach determine an employee's status in the program. However, they may not replace the standard health indicators provided in the program.

### DPHSS' Additional Indicator: The Multi- Million Steps Challenge

In addition to the Standard Health Indicators provided by the Healthy Guam Initiative, the DPHSS Get Up and Move Program is introducing **The Multi-Million Steps Challenge** which will be used to encourage employees to actively participate in the program throughout the year.

The goal of this additional health indicator is to encourage employees to take at least 10,000 steps a day, which is equivalent to roughly 5 miles a day.

### a) What is a step?

We count a step as the same designated foot touching or hitting the ground when walking with a length of roughly three feet.

For example, if we count the right foot hitting the ground every time we walk, and the length of the stride is 3 feet, then 10,000 steps would be roughly 5.6 miles. However, if you count a step as each time a foot touches the ground, and you move 1.5 feet with each step, then 10,000 steps is about 2.4 miles.

### b) How does this work?

After each activity session, employees are required to log in their activity using the Accountability Sheet. Compared to other departments, DPHSS has a modified accountability sheet where an employee can log in their estimated steps for a particular activity they have conducted. Depending on the availability of program incentives and various giveaways, each employee has a chance to win a particular incentive should they reach a certain number of steps taken.

For example, for the GUAM Program Pilot Project Period of August to December 2009, an employee may win:

- A pedometer after reaching **240,000 steps** (for the first 200 employees.)
- A GUAM Program T-Shirt after reaching **1,440,000 steps** (available 5/2010)
- A DPHSS Dark Blue Team Prevention Polo Shirt after reaching 1,800,000 steps (available 5/2010)

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• (For illustrative purposes only. The reward chart may be modified.)

After each program year, all employees' steps accumulation will revert back to zero to begin the new program year.

## c) How are steps calculated?

This is the basic formula for counting your steps.

Minutes spent on the activity x est. steps for the activity per minutes (See Chart) = TOTAL STEPS

### For example:

- o Raking Leaves for 120 minutes x 125 steps= 15,000 steps
- Mowing the lawn for 60 minutes x 160 steps= 9,600 steps
- O Bowling for 75 minutes x 87= 6525 steps

Please see the chart below for the corresponding activity and the estimated steps per minute.

### **ACTIVITY AND ESTIMATED STEPS PER MINUTE CHART**

Bicycling		Racquetball, competitively	198	Firewood, chopping	133
Bicycling (leisurely, 10-11.9 mph	) 100	Rowing, light	111	Firewood, sawing	113
Bicycling (moderate, 12-13.9 mp	h) 200	Rowing, moderate	179	Firewood, stacking	89
Bicycling (vigorous, 14-15.9 mph	250	Rowing, vigorous effort	203	Gardening, heavy	174
		Softball	145	Gardening, light	73
Dancing		Stair climbing, moderate	180	Gardening, moderate	116
Aerobic dancing, low impact	118	Stair climbing, slow	90	Hoeing in a garden	96
Aerobic dancing, strenuously	140	Stair climbing, vigorous	267	Mowing	160
Dancing, choreographed	158	Stretching	6	Raking leaves	125
Dancing, socially	93	Swimming, leisure	133	Yard Work, general	145
Line Dancing	139	Swimming, moderate effort	174		
		Swimming, treading water	49	Miscellaneous	
Gym Activities		Swimming, vigorous effort	222	Badminton	98
Aerobics (high impact)	182	Tae Kwon Do	290	Billiards	77
Aerobics (low impact)	125	Tai Chi	8	Bowling	87
Aerobics (moderate)	154	Water Aerobics	100	Fishing, from boat, sitting	56
Basketball, game	230	Weight lifting, light	66	Fishing, river bank and walking	111
Basketball, playing recreational	138	Weight lifting, moderate	87	Frisbee, general playing	67
Boxing, in a ring competitively	213	Weight lifting, vigorous	133	Grocery Shopping	67
Boxing, non-competitive	131	Yoga	100	Horseback riding, trotting	102
Circuit Training	178			Horseback riding, walking leisure	ely31
Elliptical trainer	203	Household Activities		In-line skating, moderately	125
Gymnastics	89	Grocery Shopping	67	Jumping Rope, moderate/fast	244
Handball, recreational	142	Housework, light	72	Jumping Rope, slow	178
Judo	187	Housework, mopping floors	51	Mowing	160
Jumping Rope, moderate/fast	244	Housework, vacuuming	101	Orienteering	151
Jumping Rope, slow	178	Housework, washing windows	87	Painting/papering	78
Karate	290	Painting/papering	78	Pilates	101
Kickboxing	290	Washing the car	87	Raking leaves	125
Pilates	101			Rollerblading, moderately	125
Racquetball	138	Lawn and Garden		Tae Kwon Do	290

Tai Chi 8 Snowboarding, moderate 182 Skiing, cross-country rapidly 256 Washing the car 87 Snowshoeing 178 Skiing, cross-country rapidly 256 Soccer, playing competitively 218 Skiing, downhill moderate 178 Soccer, pecreational 144 Skiing, downhill moderate 178 Soccer, pecreational 144 Skiing, downhill rapidly 244 Skiing, downhill rapidly 244 Skiing, downhill slowly 109 Badminton 100 Tennis, doubles 102 Snowboarding, light 150 Baseball 111 Tennis, singles 178 Snowboarding, light 150 Baseball 111 Tennis, singles 178 Snowboarding, moderate 182 Basketball, playing recreational 138 Volleyball, game 232 Soccer, playing competitively 218 Basketball, playing recreational 138 Volleyball, game 232 Soccer, playing competitively 218 Bicycling (leisurely, 10-11-9 mph) 100 Walking at a normal pace 100 Softball 145 Bicycling (vigorous, 14-15.9 mph) 200 Washing the car 87 Squash 348 Bicycling (vigorous, 14-15.9 mph) 200 Washing the car 87 Squash 348 Bicycling (vigorous, 14-15.9 mph) 200 Washing the car 87 Squash 348 Bicycling (vigorous, 14-15.9 mph) 250 Tai Chi 8 Firewood, chopping 133 Running a 6 minute mile 247 Tennis, doubles 102 Firewood, swaing 113 Running a 7 minute mile 247 Tennis, singles 178 Firewood, stacking 89 Running a 8 minute mile 222 Tennis, doubles 102 Fishing, river bank and walking 111 Running, jogging 156 Water Polo 222 Frisbee, general playing 67 Walking at a normal pace 100 Yoga 100 Gordening, heavy 174 Gardening, heavy 174 Gardening, moderate 116 Sports & Games   Golfing, without a cart 122 Baseball 111 Grocery Shopping 67 Hiking, 10-20 lb. load 217 Basketball, playing recreational 138 Hiking, 21-42 lb. load 232 Basketball, playing recreational 138 Hiking, 21-42 lb. load 232 Hiking, general 172 Billiards 77 Hiking, 21-42 lb. load 232 Hiking, general 172 Billiards 77 Hiking, 21-42 lb. load 232 Rasketball, playing recreational 138 Hiking, 21-42 lb. load 232 Hiking, general 172 Billiards 77 Hiking, 21-42 lb. load 232 Rasketball, playing recreational 138 Hiking, 21-42 lb. load 232 Hiking, general 172 Golfing,
Yoga         100         Soccer, playing competitively Soccer, recreational         218 June Skiing, downhill moderate         178 Soccer, recreational         144 June Skiing, downhill moderate         178 June Skiing, downhill moderate         178 June Skiing, downhill moderate         178 June Skiing, downhill slowly         109 June Skiing, downhill slowly         100 June June June June June June June June
Outdoor Activities   Soccer, recreational   144   Skiing, downhill rapidly   244   Badminton   100   Tennis, doubles   102   Snowboarding, light   150   Baseball   111   Tennis, singles   178   Snowboarding, moderate   182   Basketball, paying recreational   138   Volleyball, game   232   Soccer, paying competitively   218   Basketball, playing recreational   138   Volleyball, game   232   Soccer, paying competitively   218   Bicycling (leisurely, 10-11.9 mph)   100   Walking at a normal pace   100   Softball   145   Bicycling (mod, 12-13.9 mph)   200   Washing the car   87   Squash   348   Bicycling (warous, 14-15.9 mph)   200   Washing the car   87   Squash   348   Bicycling (leisurely, 100   I Running   Tai Chi   8   Firewood, showing   133   Running a f minute mile   247   Tennis, doubles   102   Firewood, sawing   133   Running a f minute mile   247   Tennis, doubles   178   Firewood, stacking   89   Running a f minute mile   200   Volleyball, leisure   87   Fishing, from boat, sitting   56   Running a f minute mile   200   Volleyball, leisure   87   Fishing, from boat, sitting   56   Running a f minute mile   184   Volleyball, leisure   87   Fishing, river bank and walking   111   Running, jogging   156   Water Polo   222   Frisbee, general playing   67   Walking at a normal pace   100   Yoga   100   Gardening, light   73   Gardening, heavy   174   Gardening, light   73   Badminton   98   Golfing, with a cart   78   Gardening, moderate   116   Sports & Games   111   Grocery Shopping   67   Hiking, 10-20 lb. load   217   Basketball, paying recreational   138   Hiking, 21-42 lb. load   217   Hiking, 10-20 lb. load   217   Basketball, game   230   Hiking, 10-20 lb. load   217   Horseback riding, teisurely   31   Boxing, in a ring competitively   213   Running, jogging   156   In-line skating, moderately   125   Boxing, non-competitive   131   Snowshoeing   178   Howing   160   Cricket   111   Stair climbing, vigorous   267   Running a 6 minute mile   247   Golfing, with a cart   122   Golfing, with out a c
Outdoor Activities   Softball
Badminton   100   Tennis, doubles   102   Snowboarding, light   150   Baseball   111   Tennis, singles   178   Snowboarding, moderate   182   Basketball, game   230   Volleyball, game   232   Soccer, palying competitively   218   Basketball, playing recreational   138   Volleyball, leisure   87   Soccer, recreational   144   Bicycling (leisurely, 10-11-9 mph)   100   Walking at a normal pace   100   Softball   145   Bicycling (vigorous, 14-15-9 mph)   200   Washing the car   87   Squash   348   Bicycling (vigorous, 14-15-9 mph)   200   Washing the car   87   Squash   348   Bicycling (vigorous, 14-15-9 mph)   200   I Running   Tac Kwon Do   290   Canoeing, leisurely   100   I Running   Tac Kwon Do   290   Canoeing, leisurely   100   I Running   Tac Kwon Do   290   Firewood, chopping   133   Running a 6 minute mile   247   Tennis, doubles   102   Firewood, stacking   89   Running a 7 minute mile   222   Tennis, singles   178   Fishing, from boat, sitting   56   Running a 9 minute mile   200   Volleyball, game   232   Fishing, from boat, sitting   56   Running a 9 minute mile   184   Volleyball, leisure   87   Fishing, river bank and walking   111   Running, jogging   156   Water Polo   222   Frisbee, general playing   67   Walking at a normal pace   100   Yoga   100   Gardening, heavy   174   Gardening, light   73   Sacter, playing   73   Gardening, moderate   116   Sports & Games   Golfing, with a cart   78   Badminton   98   Golfing, without a cart   122   Baseball   111   Grocery Shopping   67   Hiking, 10-20 lb. load   217   Basketball, game   230   Hiking, 10-20 lb. load   217   Hiking, 21-42 lb. load   232   Basketball, playing recreational   138   Hiking, 21-42 lb. load   232   Basketball, playing recreational   138   Hiking, 21-42 lb. load   232   Birking, general   172   Billiards   77   Hiking, general   173   Horseback riding, leisurely   31   Boxing, in a ring competitively   213   Running, jogging   156   In-line skating, moderately   125   Boxing, non-competitive   131   Showshoeing   178   Rowing
Baseball         111         Tennis, singles         178         Snowboarding, moderate         182           Basketball, game         230         Volleyball, game         232         Soccer, playing competitively         218           Basketball, playing recreational         138         Volleyball, leisure         87         Soccer, precreational         145           Bicycling (leisurely, 10-11.9 mph)         100         Walking at a normal pace         100         Softball         145           Bicycling (vigorous, 14-15.9 mph)         200         Washing the car         87         Squash         348           Bicycling (vigorous, 14-15.9 mph)         100         I Running 1         Tac Kwon Do         290           Canoeing, leisurely         100         I Running 6 minute mile         247         Tennis, doubles         102           Firewood, chopping         133         Running a 6 minute mile         222         Tennis, doubles         102           Firewood, stacking         89         Running a 8 minute mile         200         Volleyball, leisure         87           Fishing, river bank and walking         111         Running a 9 minute mile         184         Volleyball, leisure         87           Fishbee, general playing         67         Walking at a normal pace
Basketball, game         230         Volleyball, game         232         Soccer, playing competitively         218           Basketball, playing recreational         138         Volleyball, leisure         87         Soccer, recreational         144           Bicycling (leisurely, 10-11.9 mph)         100         Walking at a normal pace         100         Softball         145           Bicycling (vigorous, 14-15.9 mph)         200         Washing the car         87         Squash         348           Bicycling (vigorous, 14-15.9 mph)         200         Washing the car         87         Squash         348           Bicycling (vigorous, 14-15.9 mph)         200         Image: Part of the car         87         Squash         348           Bicycling (vigorous, 14-15.9 mph)         100         Image: Part of the car         87         Squash         348           Bicycling (vigorous, 14-15.9 mph)         100         Image: Part of the car         87         Squash         348           Bicycling (vigorous, 14-15.9 mph)         100         Image: Part of the car         100         Yolleyball         100           Firewood, stacking         89         Running a 6 minute mile         247         Tennis, doubles         102           Firewood, stacking         89         Run
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## d) Participation and Submissions

All employees that register in the GUAM Program are automatically registered for the Multi Million Steps Challenge. However, an employee may opt not to participate in the challenge. Should an employee opt not to participate, they can put "**DNP**" under the steps category of the Accountability Sheet.

GUAM Program Team Leaders will provide a summary of their bureau's accumulated steps and will make the Health Coaches aware of employees that are eligible for rewards.

#### III. **Procedure**

- a) An employee who chooses to participate in the GUAM Program must complete the Participant Registration Form.
- b) The attached Waiver of Liability Form must be signed by each employee before beginning their fitness program.
- c) Once an employee has decided which days, time, and places they are to exercise, each employee must complete an Activity Sheet that needs to be approved by their supervisor. After approval, employees are required to submit it to their respective Health Coach, and provide a copy to their supervisor. Employees who are unable to provide a completed Activity Sheet will not be allowed to participate in the program. Should an employee wish to make changes to their fitness schedule, he or she is required to submit an updated Activity Sheet to their Health Coach and supervisor.
- d) Employees must establish at least one health indicator baseline through any sanctioned health screening activity. The employee has the responsibility to work on improving (or maintaining) this established baseline. An employee may work on one or any combination of health indicators provided in this policy.
- e) Agency employees must time-in/time-out when leaving the office for their fitness program. This will assist the Health Coach and the supervisor in determining the employee's accountability regarding their time. Because only one hour a day, three times a week is allowed for the program, should discrepancies be found on an employee's time-sheet, that employee must sign either annual leave or CTO for the time used beyond the one hour.
- f) Each employee must complete an **Accountability Sheet** every month, and have their supervisor initial off on this document the day after the activity was performed. Accountability Sheets will be turned over to an employee's supervisor every month. An employee should also provide their respective GUAM Program Team Leader a copy of their monthly Accountability Sheet. Team Leaders are responsible for providing monthly summaries to the Health Coaches.
- g) Examples of activities and suggested areas that one can participate in, but are not limited to, are as follows:

Activities	Suggested Areas
Aerobics, weight training, cardiovascular workouts, walking/jogging	Fitness Centers or gyms, Ypao Beach, Pale San Vitores Road or Paseo Stadium
Swimming	Ypao Beach, Agana Swimming Pool
Bowling	Central Lanes
Roller Blading	Paseo Stadiums

The Department or agency head may limit the locations an employee may exercise by providing at least 5 sanctioned fitness and wellness locations.

Participants must have their activities acknowledged by their GUAM Program Team Leader and/ or supervisor. The acknowledgment initials are a must on the Activity Sheet and Accountability Sheet. Activity and Accountability Sheets of Health Coaches who have registered for the GUAM Program will be signed by their respective supervisors.

It is important that the employee be at their scheduled place and time, performing their physical fitness and wellness program. Employees are not mandated to participate in physical fitness and wellness activities. Also note that **participation is a privilege and not a right**. Any abuse of this privilege will result in the removal of the employee from the program, as well as possible administrative action. Since the program is voluntary, neither personnel actions nor performance evaluations will reflect employee non-participation.

## IV. Medical Clearance and Lifestyle Checklist

A statement of medical clearance (Appendix D), medical clearance waiver statement (Appendix E) and the Lifestyle Checklist (Appendices F) are requirements of the program guidelines and are integral components of physical fitness and wellness programs. Medical clearance must be obtained by the employee from a physician (at their own expense) and must include:

- blood glucose level
- blood pressure
- body composition (height, weight, and body fat)

The **Lifestyle Checklist** must be filled out by the employee, along with the medical clearance, which will be provided to their agency's Health Coach prior to embarking on the GUAM program.

If an employee opts not to seek medical clearance, the agency's Health Coach must have the employee sign a statement stating that they have decided not to obtain medical clearance and acknowledge the advice received from the agency for a medial clearance.

Every participating employee must complete the **Lifestyle Checklist** regardless of medical clearance.

Medical clearances, checklist and program documents are to be submitted to their agency's Health Coach, who will file these documents in the employee's fitness records.

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All materials filed with the Health Coach will be kept CONFIDENTIAL. Unless authorized by the employee, no one may have access to these records.

The employee must also sign the Waiver of Liability Form (Appendix E) before engaging in their fitness program.

#### ٧. **Guidelines to Employees for Physical Fitness and Wellness Programs**

The tremendous challenge in the Government of Guam's HEALTH Where We Work: Guam Employee HEALTH Program Plan will be the support it receives from the employees in terms of active participation and unwavering motivation for a healthier lifestyle. As employees of the Government, you, of course, are under closer scrutiny by the public and private sector than any other organization on Guam. In terms of wellness, this scrutiny is understandable for you are said to serve the people and provide them with efficient and excellent service. Failure to serve and provide the service needed by the people would result in an unhealthy customer relationship. Your commitment and responsibility as an employee of the Government of Guam and the scrutiny that accompanies them are no different when you start your fitness and wellness program. Just as your appearance, experience, knowledge, and professionalism reflect on you, in your work, and in your department, so too will your conduct and action reflect on the success of the program.

The HEALTH Where We Work: Guam Employee HEALTH Program Plan and the Get Up and Move Program are yours to use and participate in as government employees. It is a privilege that is extended to you to ensure that you enhance your fitness in mind, body, and spirit. In return for this privilege, your work productivity should increase while your absenteeism from work diminishes. It is a "give and take" credo in which both sides benefit.

However, the close scrutiny you will be attracting while in the program will either solidify the existence of the program or terminate it before it has a chance to develop. As mentioned, it is a privilege which can be taken away. For those who make fitness and wellness programs an everyday part of their life, it won't be such a loss. But, for those who desire to have a program and need the time set aside as well as a motivational tool, it may be a great loss.

Thus, it is imperative that you, as an employee of the Government, exercise and assist others to exercise discipline, integrity, commitment as well as responsibility while engaged in fitness and wellness activities. Here are some ways you can assist in making this program be a part of the Government Programs.

#### a) Medical Clearance

The requirement for a medical clearance is not for the Department's benefit but for your health and safety. You may have been able to run three to five miles per

day when you were 25 years old. But now that you're older and had not even walked a distance from the farthest parking area to your office, you can't expect to be in the same fitness level as when you were 25 years old. However, there are individuals out there who think this way and who may wind up doing more harm to themselves while participating in a fitness activity. Time doesn't stand still and neither does your fitness level. It is not stored away for future use.

Following along the thought of time, as you mature with age, you may have picked up lifestyle habits that contribute negatively to your health and well-being. The end-product of these habits may be noticeable when you look in the mirror and notice that your head is directly attached to your shoulder without any outline separating the two, or you get in your car and it tilts to your side, or nearly choking when you cough or your coughing becomes an alarm clock for your neighbors, or the room doesn't want to stop spinning when you wake up the next morning after a night out. All of these, after a while, become just another part of your everyday life and with time, becomes an inherent part of you.

The medical clearance with the screening information should be filed with your Health Coach. This document will be treated as a **CONFIDENTIAL** document and only you can authorize its release to other people.

### b) Lifestyle Checklist

The Lifestyle Checklist is the tool to track progress at the individual, programmatic, and government-wide level. This checklist consists of eleven major items all correlated with and contributory to a participant's health and wellness. The items are direct and reverse scored to avoid or minimize participant response set.

### c) Discipline and Commitment

As previously mentioned, the close scrutiny you will be attracting while in the program will either solidify the existence of the program or terminate it before it has a chance to develop. The privilege to participate in physical fitness and wellness program is a good motivational tool. But the best motivation is one that is driven by discipline and commitment to achieve self-efficacy and self-esteem.

Like most programs, their novelty will attract numerous participants. After a few weeks or months, the novelty wears out and participation dwindles. When this occurs, the programs are reviewed and either modified or phased out. Reinstituting the program would require more work in convincing the employer of its benefits and chances for reconsideration may be slim to none.

You must have a firm commitment in your goal to be fit in mind, body, and spirit. With overwhelming commitment, the discipline required of you from your Department will fall into place. Thus, the program will continue benefiting you

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and your Department. Additionally, as the novelty of the program begins to wear off, both discipline and commitment will revitalize your endeavors to improve your health and well-being. The following guidance is provided to assist you in your efforts of a healthy mind, body, and spirit.

- 1) After being medically cleared for physical fitness and activities and have assessed your behavioral risk factors, establish a realistic physical fitness goal that you want to achieve.
- 2) Select the fitness activities that will meet your goal and enjoy doing at the same time. When selecting fitness activities, choose those that are within your abilities and capabilities in terms of your current physical state, time, money, and material. Don't jump into an expensive fitness program or buy expensive fitness equipment or machines.
- 3) Start your activities at your current abilities and gradually build yourself up toward the goal you have established for the program. Remember to warm up and stretch before exercising, cool-down and stretch during and after the activity.
- 4) Schedule and perform fitness activities at least three times a week ensuring that each exercise sessions last at least 15 to 30 minutes. A variety of fitness activities should be integrated into your program to make it more enjoyable as well as less redundant and boring.
- 5) Think of positive things about what you are trying to achieve when your mind starts drifting off and your motivation diminishes.
- 6) Avoid making excuses for slowing down or stopping your participation.

#### d) Responsibility and Accountability

Besides the discipline and commitment, you must be responsible and accountable for your action while participating in the program. It is a mutual arrangement between you, the Department, and your co-workers.

The agency or department head is responsible for your health, safety, and welfare at the work place. The agency or department head is accountable to the Governor and the people of Guam for the actions of the agency or department. Any program that is instituted within the organization, successful or not, is managed by your agency or department head. Thus, he or she is held accountable for the success or failure of programs within the organization. With this in mind, there must be reciprocity between you, the department, and coworkers in being responsible and accountable while participating in the program. Any inappropriate conduct you do (i.e., abuse of the privilege) in the program will affect your co-workers' privileges. Likewise, inappropriate conduct by your coworkers will affect you. It is a matter of policing ourselves to ensure that the program is not taken away or receives negative publicity.

There are several methods or procedures that can be used to ensure accountability and responsibility. These methods or procedures **may differ from department to department** but the ideal behind them will be the same. If the method or procedure for accountability is not in place, your best bet is to use your initiative and do the following:

- 1) Make a schedule of your fitness program which will include the date, time, and location and get it approved by your supervisor. Provide a copy to them and to the Health Coach. Ensure that changes or updates to the schedule are also provided to them.
- 2) Your division or unit, should have a sign-out and sign-in board or procedure. You should have been using or following it whenever you leave the office. Departing your work area for your physical fitness and wellness program should not be an exception.
- 3) If your fitness program utilizes fitness centers, then make arrangements with the manager of the centers to provide a sign-in roster for your supervisor to inspect periodically.
- 4) Most important, be at your appointed place and time doing your physical fitness and wellness program.

## VI. Your Program, Your Plan, Your Health and Wellness

The concept of fitness and wellness is not unique. It has been around and has been used by other organizations. The use, as well as the abuse, of physical fitness and wellness programs have also been around and experienced by some organizations. This program, and the plan that accompanies the program, are for your health and wellness. Be prudent, act wisely, and enjoy the program.

Information on fitness, sports, and wellness activities will be made available by the Healthy Guam Initiative, Governor's Council on Physical Fitness and Sports and the Department of Public Health and Social Services through newsletters, flyers, and brochures. It is the committee's way of keeping in touch for your fitness in mind, body, and spirit.

**APPENDIX** 

## REGISTRATION FORM (APPENDIX A)

Full Name:	
Date of Birth:	Age:
Sex: [ ] M [ ] F	Ethnicity:
Department:	Division/Section/Program:
Position:	
Contact Nos:	
E-mail:	
Village Residence:	

## **ACTIVITY SHEET** (APPENDIX B)

Date:			
Name of Employee:			
Time	Туре	of Activity	Place or Facility
Approval of Supervisor:	Name:	(Pri	nt Name)
	Signature:		
	Date:		

## ACCOUNTABILITY SHEET (APPENDIX C)

Employee Name:
----------------

Notes Administrative hours shall be one (1) hour per day, not to exceed three (3) hours per week. Attendance shall be acknowledged by facility staff (if applicable), Health Coach/ Team Leader, and/ or Supervisor.

Date	Location	Time (Start- End)	STEPS	Acknowledged by		
	and Activity	(Start- End)	(Minutes x Est. Steps)	HC/TL	Sup	Fac
						<u> </u>
						<del>                                     </del>

## **Statement of Medical Clearance** (Appendix D)

I,do not have any medical problems or conditions that  (PRINT FULL NAME)
would preclude me from participating in physical fitness and wellness activities. I understand that it is my responsibility to obtain medical clearance, at no cost to the government, prior to participating in physical fitness and wellness programs.
Furthermore, should I incur any injury or injuries while performing physical fitness and wellness activities, I will be liable and responsible for the medical care and services provided to me.
Signature:
Date:

# MEDICAL CLEARANCE WAIVER STATEMENT (APPENDIX E)

I,(PR	(Mark below which ever is applicable)
	Elect to participate in physical fitness and wellness programs without medical clearance
	Do have medical problem(s) or condition(s) that would hinder my participation in fitness and wellness activities.
government, p this document clearance. Fu problem(s) or	that it is my responsibility to obtain medical clearance, at no cost to the prior to participating in physical fitness and wellness programs. By signing that I am participating in this program without securing a medical arther more should I incur any injury or injuries that increase my medical condition(s) while performing physical fitness and wellness activities, I and acknowledge that I am liable and responsible for the medical care and ded to me.
Signature:	
Date:	

## LIFESTYLE CHECKLIST

(APPENDIX F)

## **Guam Employee HEALTH Program: Lifestyle Checklist**

**Instructions:** For each health indicator, check the box in the column that best describes you.

Health Indicators	Column A	Column B	Column C	Column D
1. Body Mass Index. What is your body mass index (BMI)?	□ BMI 30+	□ BMI 25-29.9	□ BMI <25	□ BMI <18.5
<b>2. Physical activity</b> . How many days do you get 30+ min of physical activity	□ No regular Physical activity	□ 2 days Per week	□ 3-4 days Per week	□ 4-7 days Per week
3. Tobacco/betel nut use. Indicate your use (includes cigarettes, chewing tobacco, betel nut)	□ Current user	Frequently exposed to second - hand smoke OR social user	□ Ex-user	□ Non-user
<b>4. Meat intake</b> . How often do you eat meat (beef, pork, poultry, lamb, etc)?	Once a month or less	2-3 times/month	2-3 times a week	□ daily
5. Whole grains. How many servings/day (1 serving = 1 slice whole wheat bread, or ½ C brown rice or oatmeal, or 2/3 C dry cereal	White rice or White flour only	1 serving of whole grain/day	2-3 servings of whole grain/day	4+servings/day
6. Fruits. How many servings/day do you eat? (1 serving = 1 medium fruit (baseball size), or 1 cup raw or juiced fruit	□ None at all	1-2 servings/ day	3-4 servings/ day (OR if on diabetic diet 1-2 servings/ day)	5+ servings/ day
7. Vegetables. How many servings/day do you eat? (1 serving = 1 medium fruit, 1 C of raw, cooked or juiced vegetables 2 cups of leafy salad greens	□ None at all	1-2 servings/ day	□ 3-4 servings/ day	□ 5+ servings/ day
8. Nuts & beans. How many servings/week do you eat? (1 serving = 1 oz. nuts or seeds, 2 T nut butter) do you eat?	□ None at all	1-2 servings/ week	3-4 servings/ week	□ 5+ servings/ day
<b>9. Level of satisfaction with your life</b> . All in all, how satisfied are you with your life?	Somewhat satisfied	□ Satisfied	☐ Very satisfied Most of the time	☐ Very satisfied always
<b>10. Sleep</b> . How often do you get at least 7-8 hours of sleep daily?	Seldom, less than 3 days/week	Occasionally, 3-4 days/week	☐ Most of the time, 3-4 days/week	All the time, i.e. everyday
<b>11. Blood Pressure</b> . What is your blood pressure (normal or with medication)?	Less than 120/80	120/80 to 134/84	135/85 to 139/89	140/90+

# WAIVER OF LIABILITY (APPENDIX G)

l,	, the undersigned, an employee of the (Print Name in Full)			
Depa	Department of Public Health and Social, acknowledge the following:			
1.	The <b>Department of Public Health and Social Services</b> _has established Get Up and Move Program, hereinafter referred to as the " <b>DPHSS Get Up and Move Program.</b> "			
2.	The <b>Department of Public Health and Social</b> is in accordance to Executive Order 98-21, relative to implementing the Government of Guam Physical Fitness and Wellness Program, signed and on July 29, 1998 and re- established through Executive Order 2009-08.			
3.	I have read the <b>DPHSS Get Up and Move Program</b> and understand that it is offered as a benefit to me, and is an opportunity to increase my physical and mental fitness.			
4.	I may not engaged in any dangerous activities during the Program and I am free, having been encouraged by the <b>Department of Public Health and Social</b> , to choose the activity that is safest for me.			
to pa and r repre	In consideration of the <b>Department of Public Health and Social</b> for extending the opportunity to participate in the Program, I for myself and anyone entitled to act on my behalf, hereby waive and release the <b>Department of Public Health and Social</b> management, employees, and their representatives from all claims or liabilities of any kind arising out of my participation in this Program.			
Print I	Name of Employee Date			
Signa	ature of Employee			
Ackno	owledged by:			
Supe	rvisor			