

PHYSICAL ACTIVITY GUIDE FOR WORKING PROFESSIONALS





**THIS GUIDE HAS BEEN PREPARED
FOR THE JAMAICAN WORKFORCE**





Guide for Professionals

Prepared by:
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First Edition

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ACKNOWLEDGEMENT

The Physical Activity Guide for working professionals was developed with the kind assistance of working professionals who provided the Ministry of Health and Wellness with valuable feedback.

Special thanks to members of the Health Promotion and Protection Branch for allowing their images to be used in the booklet and Mr. Lyncon Grant for taking the images.

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INTRODUCTION

Physical activity is movement that allows the body to utilize energy. Regular physical activity plays a vital role as a protective and preventive factor for health and wellbeing and is critical in the management and reduction of chronic non-communicable diseases. It can reduce global mortality by at least 6%, reduce ischemic heart diseases by 30%, diabetes by 27%, breast, and colon cancer by 21-25%. Physical activity burns fat helps to maintain a healthy weight and it reduces stress. Global Recommendation on Physical Activity for Health: World Health Organization (2010). It also contributes to the prevention of other health conditions such as overweight and obesity. Physical Activity improves mental health, helps delay the onset of dementia and improves overall quality of life.

According to the Global Action Plan on Physical Activity 2018-2030, globally, physical inactivity was estimated to cost (USD) 54 billion in direct health care, in 2013, of which 57% was incurred by the public sector and an additional 14 billion attributable to lost productivity. Worldwide, 23% of adults and 81% of adolescents (aged 11-17 years) do not meet the WHO global recommendations on physical activity for health. The Jamaica Health and Lifestyle Survey III 2016-2017 showed eighty two percent (82%) of Jamaicans engaged in low physical activity, sixteen percent (16%) in moderate activity (minimum World Health Organization recommendations) and two percent (2%) high activity. This did not differ for age and sex. Fifty two (52%) had made no attempt to increase their physical activity level within the last year.

The Ministry of Health and Wellness is determined to intensify its efforts in the promotion of population wide physical activity through increased resource support and special initiatives for workplaces, communities and schools. This booklet is meant to be a simple resource guide for working professionals who spend a significant portion of their day sitting. This booklet will support working professionals to incorporate physical activity, whether in an office or home space.

Goal

Promote population wide participation in physical activity

Objective

To provide practical information on physical activity that can easily be put into practice while at work



SECTION

1

FITNESS



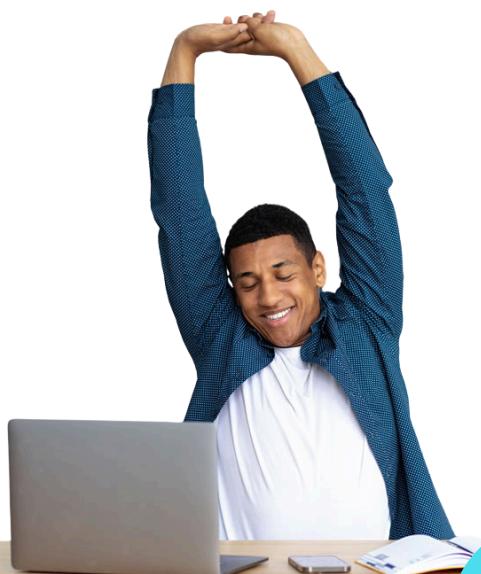
What Is *Fitness*

Fitness is the body's capacity to perform and adapt well to the stress and physical demands of life without becoming fatigued. The fitness level of a person is dependent on the following two factors:

- a) The genetic makeup of their body
- b) The ability to do activities that require flexibility, endurance and strength

Fitness Test

Fitness Testing serves as a basic guide in testing cardiovascular endurance, muscular endurance, muscle strength and flexibility. This can be administered at various intervals to check progress or effectiveness of an individual training programme. It is recommended that a fitness test be done before you start any training programme, in order to determine the area(s) of focus.



Components of Fitness

CARDIOVASCULAR ENDURANCE:

The ability of the body's respiratory and circulatory systems to sustain and transport oxygen to skeletal muscles while undergoing prolonged physical activity at a moderate or vigorous pace.



MUSCLE STRENGTH:

The muscle's ability to generate and sustain maximum force in one effort



FLEXIBILITY:

The ability of the joints to go through full range of motion exercises without becoming fatigued



MUSCULAR ENDURANCE:

The muscles' ability to constantly withstand pressure on a consistent basis over long periods of time





SECTION

2

CALORIES





UNDERSTANDING CALORIES

and Weight Loss

The amount of calories burned per minute is dependent on the intensity of the exercise and the weight of the person. 3500 calories is equal to one pound (3500 calories = 1lb or 16 ounces). In order to lose 1 pound per week, one can either eat 3500 calories less per week, burn 3500 calories per week or a combination of both (providing your weight has been consistent for a number of months).

For reference to lose weight and remain healthy it is recommended that you should not lose more than two pounds per week. Ideally you want to lose half pound (8 ounces) to 1 pounds (16 ounces) per week.

In the flyers attached, learn more about:

- ▶ Daily estimated calorie needs by age, sex and physical activity level.
- ▶ The estimated calories in some foods and the required amount of physical activity to burn those calories.

Estimated Calorie Needs Per Day, by Age, Sex, and Physical Activity Level

FEMALES

Age	Sedentary	Moderately Active	Very Active
19-20	2,000	2,200	2,400
21-25	2,000	2,200	2,400
26-30	1,800	2,000	2,400
31-35	1,800	2,000	2,200
36-40	1,800	2,000	2,200
41-45	1,800	2,000	2,200
46-50	1,800	2,000	2,200
51-55	1,600	1,800	2,200
56-60	1,600	1,800	2,200
61-65	1,600	1,800	2,000
66-70	1,600	1,800	2,000
71-75	1,600	1,800	2,000
76 and Over	1,600	1,800	2,000

MALES

Age	Sedentary	Moderately Active	Very Active
19-20	2,600	2,800	3,000
21-25	2,400	2,800	3,000
26-30	2,400	2,600	3,000
31-35	2,400	2,600	3,000
36-40	2,400	2,600	2,800
41-45	2,200	2,600	2,800
46-50	2,200	2,400	2,800
51-55	2,200	2,400	2,800
56-60	2,200	2,400	2,600
61-65	2,000	2,400	2,600
66-70	2,000	2,200	2,600
71-75	2,000	2,200	2,600
76 and Over	2,000	2,200	2,400



60 MINUTES (CHILDREN) AND 30 MINUTES (ADULT) OF PHYSICAL ACTIVITY EACH DAY ALONG WITH HEALTHY EATING CAN LOWER YOUR RISK OF NON-COMMUNICABLE DISEASES (NCDS) SUCH AS DIABETES, HYPERTENSION AND CERTAIN CANCERS.

Visit your doctor/local health centre or call 876-633-8172



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PAHO



IF YOU CAN'T BURN IT DON'T EAT IT



Donut
230
Cals



59 minutes of walking
(3 mph)



Egg McMuffin
300
Cals



32 minutes of running
(5 mph)



Chocolate Cookie
440
Cals



62 minutes of biking
(10-11.9 mph)



1 Pizza Slice
320
Cals



39 minutes of swimming
(slow to moderate laps)



Cinnamon Roll
500
Cals



85 minutes of dancing



Burger
770
Cals



94 minutes of swimming
(slow to moderate laps)



Large French Fries
540
Cals



77 minutes of biking
(10-11.9 mph)



Ice-Cream
270
Cals



29 minutes of running
(5 mph)

60 MINUTES (CHILDREN) AND 30 MINUTES (ADULT) OF PHYSICAL ACTIVITY EACH DAY ALONG WITH HEALTHY EATING CAN LOWER YOUR RISK OF NON-COMMUNICABLE DISEASES (NCDs) SUCH AS DIABETES, HYPERTENSION AND CERTAIN CANCERS.

Visit your doctor/local health centre or call 876-633-6172



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SECTION 3

PHYSICAL ACTIVITY IN THE WORKPLACE



BENEFITS OF PHYSICAL ACTIVITY

In the Workplace



Prolonged sitting limits blood flow, causes nerve pain, weakens and tightens leg muscles, contribute to contracting diseases among other consequences. Being physically activity throughout the day while at work greatly limits these factors.

BENEFITS OF PHYSICAL ACTIVITY TO THE EMPLOYEE

- ✓ Better Sleep
- ✓ Weight loss
- ✓ Better mood
- ✓ Improved quality of life
- ✓ Better breathing
- ✓ Stronger muscles & better balance
- ✓ Better range of motion
- ✓ More stamina
- ✓ Help to prevent diseases
- ✓ Reduces stress



BENEFITS OF PHYSICAL ACTIVITY TO THE EMPLOYER

- ✓ Helps in reducing medical costs
- ✓ Helps to improve productivity
- ✓ Reduction in sick leave
- ✓ Fosters camaraderie among staff
- ✓ Improve staff morale

TYPES OF PHYSICAL ACTIVITY FOR *an office space*



CARDIOVASCULAR ENDURANCE

- WALK ON THE SPOT
- HIGH KNEES
- JOG
- JUMPING JACKS/MODIFIED
- CHAIR/DESK BURPEES
- STAIR CLIMB

MUSCULAR STRENGTH/ENDURANCE

- CHAIR SQUATS
- WALL SIT
- PUSH-UPS (FULL, WALL OR DESK)
- CALF RAISES
- MODIFIED AB CRUNCHES
- LEG ROTATION
- BODYWEIGHT DEADLIFT



FLEXIBILITY

- NECK ROTATION
- SHOULDER ROLL
- SEATED HAMSTRING STRETCH
- SEATED GLUTE STRETCH
- ANKLE FLEXION
- SEATED TWIST
- QUAD STRETCH
- HIP STRETCH





SECTION



4

**PHYSICAL ACTIVITY
PROGRAMMES AT WORK**



IMPORTANT POINTS TO NOTE ABOUT PHYSICAL ACTIVITY PROGRAMMES

In order to get the full benefits of the Cardiovascular programme, the following is recommended:

- A minimum of 10 minutes of continuous activity in order for the cardiovascular system (hearts and lungs) to improve

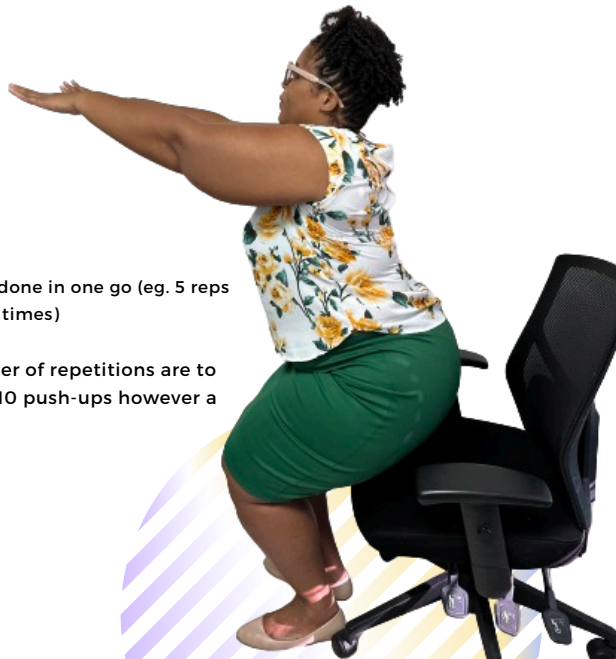
In order to get the full benefits of Muscular Strength and Endurance exercises, the following is recommended:

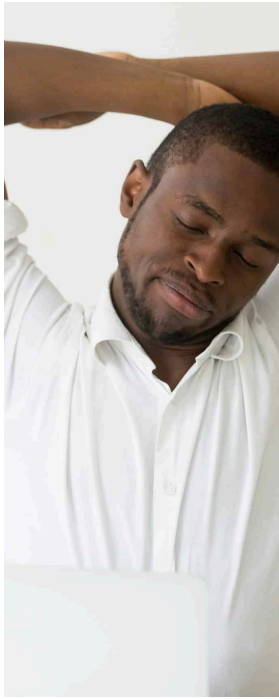
- Exercises should be done two to three days per week

Flexibility exercises are similar regardless of the level of programme and should be done at least 3 days per week

KEY

- ✓ **Estimated Calories Burn** - ECB
- ✓ **Repetitions (reps)** - the amount to be done in one go (eg. 5 reps of push-ups equal push-ups be done 5 times)
- ✓ **Sets** - the amount of time the number of repetitions are to be done (2 sets of 5 push-ups equal 10 push-ups however a break is to be taken after the first 5)





BEGINNER

Physical Activity Programme

CARDIOVASCULAR PROGRAMME

Light walk - 10 minutes (ECB 30-50 in 10 minutes)
This exercise should be done daily. The amount may vary depending on your goals, therefore complete this programme:

- 3 times daily for health benefits (if you're not overweight or obese)
- 6 times daily to lose up to half a pound (8 ounces) per week (ECB 160-300 in 60 minutes)
- 7 daily = (1120 - 2100 calories per week)

STRENGTH PROGRAMME

Wall push up (3 sets of 6-8 reps)



Chair Squat (3 sets of 6-8 reps)



Ab Crunches (2 sets of 10 reps)



INTERMEDIATE

Physical Activity Programme

CARDIOVASCULAR PROGRAMME



High knee walk 10 minutes (ECB in 10 minutes 50-65)

This exercise should be done daily. The amount may vary depending on your goals, therefore complete this programme:

- **3 times daily** for health benefits (if you're not overweight or obese)
- **6 times daily** to lose up to 11 ounces per week (ECB in 60 minutes 300-390)



Modified Jumping Jacks 5 sets of 1 minute *high knee walk for 1 minute after each set of modified jumping jacks* Total 10 minutes (ECB 55-70 in 10 minutes)

- **6 times daily** to lose up to 13 ounces per week (ECB 330-420 in 60 minutes)
- **X7 days** (ECB 2310-2940 per week)





Desk push-ups 3x10



Squats 3x10

Strength Programme



Calf raises 3x15



Seated leg lift 3x10



Single leg Deadlift 3x6

ADVANCE

Physical Activity Programme

Cardiovascular

Programme

MODIFIED JUMPING JACKS



5 sets of 1 minute High knee walk 10 minutes (ECB in 10 minutes 50 -65)

- 3 times daily for health benefits (if you're not overweight or obese
- Do 6 times daily to lose up to 11 ounces per week (ECB 390-510 in 60 minutes)

JOG ON THE SPOT



- Jog on spot 10 minutes (ECB in 10 minutes 50-65)
- 3 times daily for health benefits (if you're not overweight or obese)
- 6 times daily to lose up to 11 ounces (close to a pound) per week (ECB in 60 minutes 300-390)

STRENGTH

Programme

Squats 3x1 minute



Chair push-ups 4x10



Single leg deadlift 3x10



Seated leg raises 4x10



Seated crunches 4x10



Calf raises 3x20





FLEXIBILITY

These stretches are to be done by all fitness levels at least three days per week. Any one or a combination of these exercise may be used as a stretch break to break up long periods (over an hour) of sitting during the day.

Each stretch should be done for at least 10 seconds or repetitions however do not hold any stretch for over 1 minute at a time as this may over stretch the muscle.



PHYSICAL ACTIVITY DEMO VIDEO



SAMPLE PROGRAMME

breakdown

MONTHLY PROGRAMME

An example of how these programmes may be utilized can be found in the following tables. It can be redesigned to fit your schedule and fitness level, please remember to start off slow and gradually increase.

Exercise	Days	Week 1	Week 2	Week 3	Week 4
Cardiovascular programme	Monday, Wednesday, Friday	3 time per day	3-5 times per day	4-6 times per day	4-6 times per day
Strength programme	Tuesday & Thursday	1 time per day	2 times per day	2 times per day	3 times per day
Flexibility programme	Tuesday, Thursday & Friday	2 times per day	2 times per day	2 times per day	2 times per day



WEEKLY

Programme

Week 1			
Programme	Day	Time	Exercise
Cardiovascular programme	Monday	9:50am	10 minutes walk on the spot
		10:50am	Stand
		11:50am	Stepping Jacks
		12:50am	Stand
		1:50pm	Stand
		2:50pm	10 minutes' walk on the spot
		3:50pm	Stand
		4:50pm	Stand
Complete Flexibility Programme & Complete Strength Programme	Tuesday	9:50am	Stand
		10:50am	Stand
		11:50am	Intermediate strength programme
		12:50am	Stand
		1:50pm	Flexibility Programme
		2:50pm	Stand
		3:50pm	Flexibility Program
		4:50pm	Stand

Programme	Day	Time	Exercise
Cardiovascular Programme	Wednesday	9:50am	10 minutes jog on the spot
		10:50am	Stand
		11:50am	10 minutes' walk to get lunch
		12:50am	Stand
		1:50pm	Stand
		2:50pm	10 minutes dance
		3:50pm	Stand
		4:50pm	Stand
Complete Flexibility programme & Complete Strength Programme	Thursday	9:50am	Flexibility programme
		10:50am	Stand
		11:50am	Stand
		12:50am	Stand
		1:50pm	Beginner strength programme
		2:50pm	Flexibility programme
		3:50pm	Stand
		4:50pm	Stand
Cardiovascular programme & Complete Flexibly Programme	Friday	9:50am	10 minutes' walk on the spot
		10:50am	Stand
		11:50am	10 minutes' walk
		12:50am	Stand
		1:50pm	Stand
		2:50pm	10 minutes' walk on the spot
		3:50pm	Stand
		4:50pm	Stand



SECTION
5

ADDITIONAL RESOURCES





#Each exercise is to be done twice per day at 10:30am and 3:30pm

MOHW Office Daily Exercise Schedule



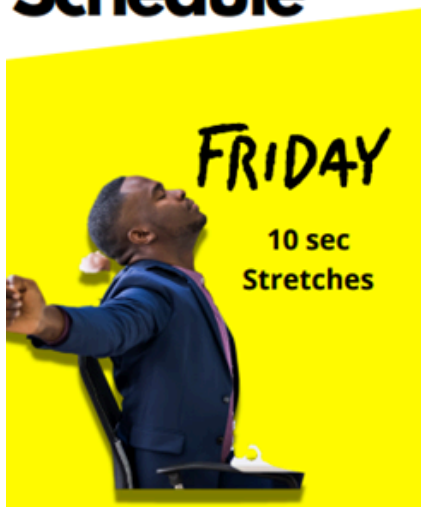
MONDAY

4 x 10 Chair Squats



TUESDAY

4x10 Desk Push Up



FRIDAY

10 sec
Stretches



WEDNESDAY

50 Jumping
Jacks



THURSDAY

100 Elevated
Mountain
Climbers

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Fitness Test Guide



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FITNESS TEST GUIDE



DESIGN YOUR OWN PROGRAMME FOR THE WEEK

Office Exercise Programme				
Programme	Day	Time	Exercise	Check Box
	Monday	9:50am		
		10:50am		
		11:50am		
		12:50am		
		1:50pm		
		2:50pm		
		3:50pm		
		4:50pm		
	Tuesday	9:50am		
		10:50am		
		11:50am		
		12:50am		
		1:50pm		
		2:50pm		
		3:50pm		
		4:50pm		

Programme	Day	Time	Exercise	Check box
	Wednesday	9:50am		
		10:50am		
		11:50am		
		12:50am		
		1:50pm		
		2:50pm		
		3:50pm		
		4:50pm		
	Thursday	9:50am		
		10:50am		
		11:50am		
		12:50am		
		1:50pm		
		2:50pm		
		3:50pm		
		4:50pm		
	Friday	9:50am		
		10:50am		
		11:50am		
		12:50am		
		1:50pm		
		2:50pm		
		3:50pm		
		4:50pm		



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Reference

Rajab, A. S. et al. A single session of exercise increases connectivity in sensorimotor-related brain networks: a resting-state fMRI study in young healthy adults. *Front. Hum. Neurosci.* 8, 625 (2014).



**Prepared by the Health Promotion
& Protection Branch**



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