

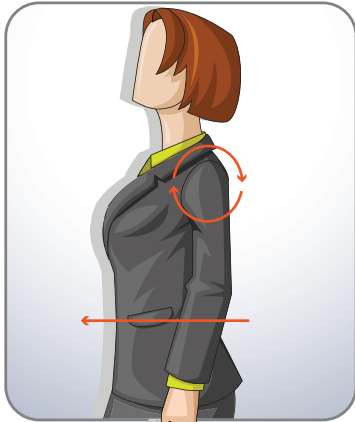
**ATTN: Employees:
It's time to**

'GET UP & MOVE'

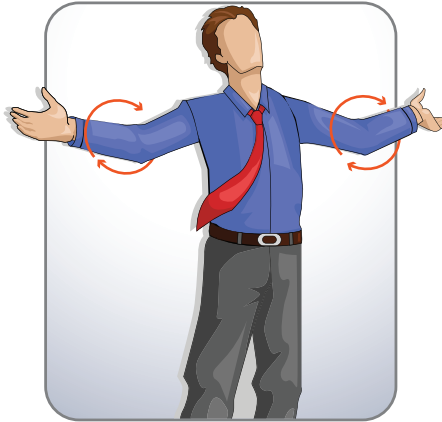


Movement throughout your work day will help you stay fit and will help keep your energy up. It does the body good!

Begin with a few warm ups



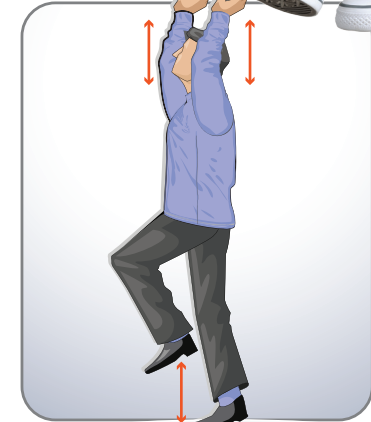
1. Shoulder rolls — Roll shoulders up and back. Switch direction.



2. Small arm circles — Move arms in small circles. Switch direction.



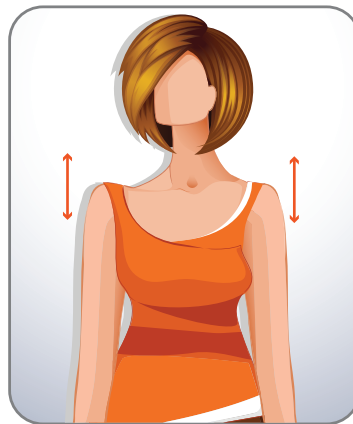
3. Large arm circles — Roll arms in large circles. Switch direction.



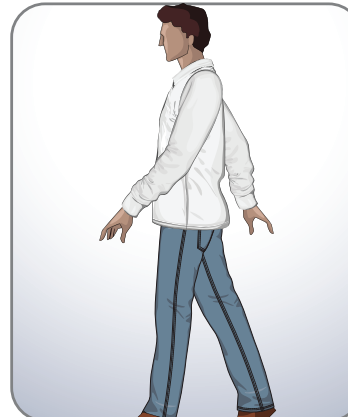
4. Raise the roof — March in place. Push palms toward the ceiling with thumbs almost touching your shoulders.



5. High reach — Reach arms up high. Hold it.



6. Shoulder shrugs — Shrug shoulders up. Hold and relax.



7. Walk in place (or around the workplace) — Walking is a great form of exercise and is a great way to warm up.

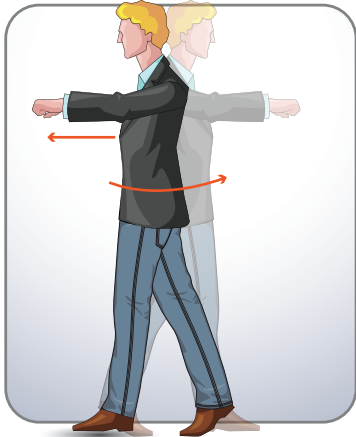


8. Hamstring curl — Swing arms while bringing one foot up toward your rear end. Your hands are down when your foot is up.

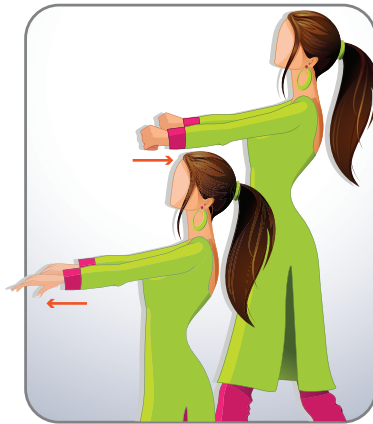
Now, let's stretch!

- Do each stretch slowly and smoothly. No bouncing.
- Stretch to the point of comfortable tension. Then relax and hold the stretch.

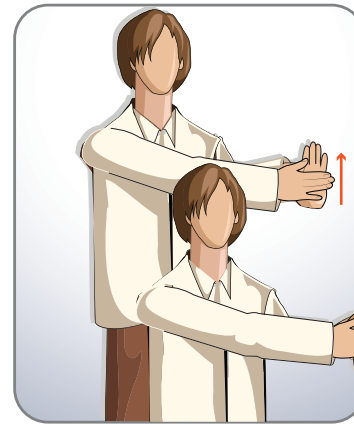
- If a stretch causes pain, stop stretching and make sure your technique is correct.
- Remember to let your supervisor know if you have any issues while stretching.



1. Punching — Rock from foot to foot while punching with alternating arms. Do not fully straighten your arm.



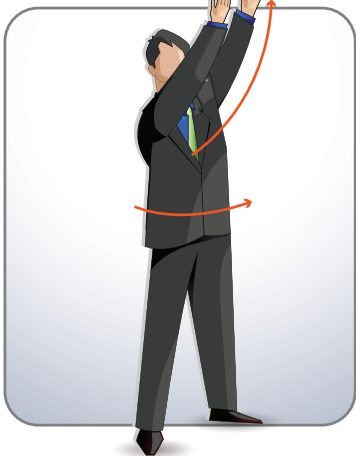
2. Hand stretch — Make fists. Hold it. Open hands wide. Repeat motion to the front, sides and above head.



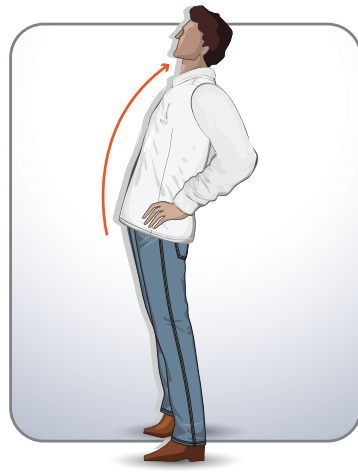
3. Wrist stretch — Bend your wrist upward and then downward. Hold it.



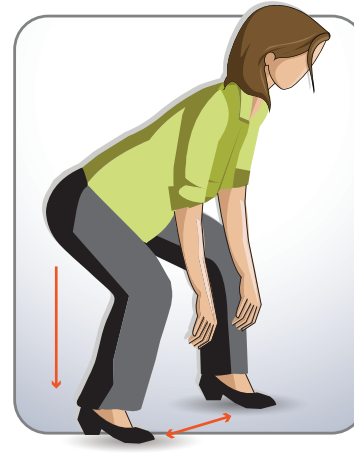
4. Neck stretch — Grasp top of head and bend your neck gently. Hold it. Switch sides.



5. Rotation stretch — Reach up high and rotate at the hips in both directions.



6. Backward bend — Hands on hips. Bend your back, shoulders and head backward.



7. Squat — Use a wide stance. Maintain balance, bend to squatting position. Hold it.



8. Hamstring stretch — Support upper body with hands on upper leg. Stretch hamstring. Hold it.