

## DHHS POLICIES AND PROCEDURES

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<b>Section XI:</b>	<b>Employee Wellness</b>
<b>Title:</b>	<b>Use of Haywood Gymnasium (previously listed under Section V: Human Resources; Safety and Benefits)</b>
<b>Current Effective Date:</b>	<b>05/01/15, /01/14,</b>
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### Background

The North Carolina Department of Health and Human Services (NC DHHS) has designated the Haywood Gymnasium (Gym) located on Dorothea Dix Campus as a DHHS Wellness Center to provide opportunities for DHHS employees to increase daily levels of physical activity. Use of the Gym primarily as an employee wellness center for Raleigh area DHHS employees will support the goals of the DHHS Wellness Initiative by helping reduce employees' health risk factors for chronic disease and thereby reducing the rising health care costs for the department and the NC State Health Plan.

### Purpose

The purpose of this policy is to provide guidance to DHHS employees on the requirements and use of this Gym. Guidelines for employee participation in wellness activities are outlined in the department-wide policies, Section XI, Employee Wellness, [Employee Wellness Program](#).

### Policy

DHHS employees may use the Gym for wellness activities on a voluntary basis and on their own time. All employees using the facility for personal fitness purposes must first sign the [DHHS Liability Waiver for Employees Using the Gym](#) and are allowed use of the facility at their own risk. Staff should seek medical advice before beginning a new exercise program. The signed DHHS Liability Waiver for Employees Using the Gym shall be placed in the employee's personnel file.

## **Roles and Responsibilities**

The DHHS Wellness Coordinator with assistance from members of the DHHS Wellness Council which is comprised of division, facility, and office wellness representatives shall provide overall direction to the wellness program provided at the Gym. Planning for wellness activities may be provided through a collaborative initiative with a community wellness organization. This organization shall work with the DHHS Wellness Coordinator and the DHHS Wellness Council to plan, promote, implement, and evaluate the employee wellness programs offered at the Gym.

## **Implementation**

1. Basic Categories of Users:
  1. DHHS and on-campus divisions' sponsored groups;
  2. DHHS employees;
  3. Other State agencies employees; and
  4. Other non-profit groups.

### **2. Priorities for Authorized Activities and Scheduling**

Approved Activities shall be given the following priority:

1. Scheduled department and on-campus divisions' meetings, events, blood drives, flu shot clinics, campus health fairs and public forums;
2. Scheduled group wellness related activities such as exercise classes and team sports leagues;
3. Unscheduled DHHS employee access to the Exercise Room and to the court when not in use for scheduled programs and activities; and
4. Other state agencies and non-profit groups.

## **Availability and Scheduling**

The Gym is a multi-use facility that is scheduled to maximize benefit to all designated users. Use of the court and general space area of the Gym for group activities must be reserved in advance using the [Haywood Gymnasium Facility Request Form](#) DHHS - 004 and are subject to the priorities listed in Item #2 above. Unscheduled employee access to the Exercise Room and to the court and general space of the Gym is available when not in use for scheduled activities.

In general, unless the Gym is needed for priorities #2 A or B listed above, group wellness activities may be scheduled during the 11:00 a.m. and 2:00 p.m. lunch periods. Team activities can be scheduled between 4:00 p.m. and 9:30 p.m. Employee access to the Exercise Room and to the Gym area (if an activity is not scheduled) is available at all other times between 6:00 a.m. and 9:30 p.m.

Team sport competitions with employees from other departments in state government may be allowed as the above priorities allow.

Scheduling events and group activities for the court and general space area will be the responsibility of the DHHS Wellness Coordinator.

A calendar of events and activities at the Gym will be posted on the DHHS Wellness website. Employees are encouraged to check the website before using or requesting group usage of the Gym.

### **Employee Access**

Access to the Gym will be available from 6:00 a.m. and 9:30 p.m., Monday through Friday.

The building will remain locked at all times except for department or agency events. DHHS employees must request and obtain a key card through their respective Division/Facility Wellness Leader.

All DHHS employees must sign the [DHHS Liability Waiver for Employees Using the Gym](#) and the [Fitness Activities through Work Liability Waiver](#) before their key card will be issued to allow them access to the Gym.

The two (2) DHHS Liability Waivers for employees using the Gym shall be obtained from and returned to the employee's Division/Facility Wellness Leader who will maintain the waivers in his/her wellness files and the employee's personnel file. The Division/Facility Wellness Leader will then submit to the DHHS Badge Office, [DHHS.ID.BADGES@DHHS.NC.GOV](mailto:DHHS.ID.BADGES@DHHS.NC.GOV), the request for access and will ensure the requestor is notified when access has been granted.

### **Parking**

Employees should use only the designated parking spaces behind the Gym.

### **Proper Attire and Footwear**

Shirts or sport tops, and close-toed athletic footwear must be worn for recreational/fitness activities. For safety reasons, open-toe shoes (sandals) or work boots are not permitted. Running or exercising and stretching without proper footwear are prohibited.

### **Lockers and Shower Use**

Lockers are available for use by employees only during the time they are using the Gym. Personal items and locks must not be left in lockers or anywhere at the Gym after the employee leaves the Gym. Employees may use the shower facilities but must supply their own towels and soap.

## **Exercise Room Equipment**

Safe and proper use of equipment is required at all times. Exercise equipment must not be altered and must be used in accordance with its intended purpose.

## **Maintenance**

Maintenance for the Gym will be under the supervision of the Central Regional Maintenance department.

## **Security**

The Gym will remain locked at all times. A DHHS employee authorized key card must be used to access the Gym at all times. Security cameras will monitor the use of the site.

Employees must not allow any unauthorized individual to enter the Gym. Eligible participants in an approved DHHS wellness program may enter the Gym through their Activities Leaders of the program.

Employees are encouraged to use the Gym with another staff person and for security and safety reasons should avoid using the Gym alone before and after daytime work hours.

## **Enforcement**

Failure to follow the rules for use of the Gym may terminate an employee's access to the facility, and may lead to disciplinary action up to and including dismissal.

*For questions or clarification on any of the information contained in this policy, please contact the policy owner or designated contact point: ([DHHS Wellness Coordinator](#)). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).*