



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI	HEALTH
Number:	6060.2A
Date:	February 15, 2008
Supersedes:	6060.2 (10/21/06)
Subject:	Employee Wellness Center

1. **PURPOSE.** To establish guidelines for use of physical fitness equipment and facilities for DC Department of Corrections (DOC) employees.

2. **POLICY**
 - a. DOC acknowledges the importance of health and fitness programs for employees.
 - b. DOC provides exercise equipment and facilities as a courtesy to employees to afford them an opportunity to develop, maintain, and enhance their physical and mental well-being.
 - c. DOC reserves the right to terminate the use of the Wellness Center and that its availability is a convenience and not a right or entitlement.
 - d. Employees shall only use the equipment and facilities during their off-duty hours.
 - e. Use is voluntary and is not a requirement or condition of employment.

3. **APPLICABILITY**
 - a. Use of the Wellness Center shall only available to current DOC employees.
 - b. Further the Wellness Center shall not be available to employees who are on suspension or a pending termination of employment; retirees; former employees; employee's spouses, other family members, friends, guests; volunteers and individuals who are not 21 years of age.
 - c. The Deputy Director shall appoint a Wellness Center Coordinator to

provide general oversight at the Wellness Center.

4. **RELEASE AND WAIVER OF LIABILITY** (Attachment A)

- a. Employees shall assume all risk of the use of equipment and facilities and sign acknowledgement of a waiver of and thereby release the District of Columbia, the DC Department of Corrections, its contractors, agents, employees from any and all liability and claims for damages including, but not limited to death, personal injury, loss of property and/or property damage which may occur in the course of use of provided exercise equipment
- b. It shall be each employee's responsibility to consult with their personal physician prior to using the Wellness Center'.
- c. Injuries resulting from its use shall not be covered by Worker's Compensation.

5. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

6. **EMPLOYEE NOTIFICATION.** The Human Resource Management Division shall ensure that each new employee acknowledges receipt of a copy of this directive.

7. **AUTHORITY**

- a. D.C. Code § 24-211.02, Powers; Promulgation of Rules
- b. D.C. Code § 7-1202.05, Power to Grant Authorization

8. **DIRECTIVES AFFECTED**

- a. Directives Rescinded
PS 6060.2 Employee Wellness Center (10/21/06)
- b. Directives Referenced. None

9. STANDARDS REFERENCED

American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-7D-24.

10. WELLNESS CENTER FACILITY OPERATIONS

- a. Location. The Wellness Center is located near the Medical Holding Unit (MHU) on site of the DC General Hospital.
- b. Facility Hours. The Wellness Center shall be available for use from 6:00am until 8:00pm, seven (7) days per week.
- c. Access
 - 1) Each eligible participant shall present their valid DOC photo identification card to the MHU Officer,
 - 2) Upon presentation of their ID, the participant shall sign-in the log book,
 - 3) Request issuance of the key, and
- d. Safety. The Wellness Center shall not be staffed by DOC personnel or any other personnel who are CPR or First Aid qualified. It is therefore strongly recommended that the buddy system (having another Wellness Center member present) is used when exercising in the facility.
- e. Personal Items
 - 1) Employees may bring gym bags but shall restrict them to a size that is only adequate for storage of one change of clothing.
 - 2) Lockers shall not be provided for this purpose, thus employees are responsible for care and custody of their personal items.
 - 3) DOC shall not be responsible for employee's personal items that are lost, stolen or damaged.
 - 4) Employees shall not bring food and beverages other than drinking water.
- f. Rules of Conduct
 - 1) Employees shall only use equipment in accordance with its intended purpose and with sufficient care.

- 2) Employees are subject to the authority of DOC while using its facilities and shall conduct themselves in compliance with all applicable agency rules of conduct.
 - 3) Employees shall not use the facilities to loiter or socialize and shall conduct themselves in a socially acceptable manner for the workplace environment.
 - 4) Employees shall equally share in the use of equipment.
 - 5) Employees may use electronic audio devices but shall only do so using with headsets and at a volume that is not disturbing to others. Employees shall use appropriate care to avoid injury from dangling headset wires or from diminished hearing or distraction caused by headset use.
- g. Sanitation. All users are responsible for leaving the area clean by removing water bottles, personal items and using a soft towel or other appropriate materials that may be provided to wipe sweat from equipment they have just used.
- h. Wellness Center Equipment Repairs
- 1) Qualified Facilities Maintenance employees shall make repairs to Wellness Center equipment in a timely manner, in accordance with factory specifications, and using factory parts.
 - 2) Facilities Maintenance employees shall document repairs in MICROMAIN.
- i. Wellness Center Equipment. The following equipment is generally provided:
- 1) Stationary bicycles,
 - 2) BowFlex,
 - 3) Power Tower, and
 - 4) Treadmills


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