

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 20, 2013	Page 1 of 5
	POLICY AND PROCEDURE		SUPERSEDES:	6060.3 February 15, 2008	
			OPI:	HEALTH SERVICES	
			REVIEW DATE:	June 20, 2014	
			Approving Authority	Thomas Faust Director	
SUBJECT:	EMPLOYEE FITNESS ROOM				
NUMBER:	6060.3 (NEW ISSUANCE)				
Attachments:	Attachment A				

SUMMARY OF CHANGES:

Section	Change
Page 1, " SUBJECT "	<i>Policy Name has been changed from "EMPLOYEE WELLNESS CENTER" to "EMPLOYEE FITNESS ROOM" PS 6060.2A has been cancelled.</i>
Page 2, § 3 (c)	<i>Section #3 (c) has been revised.</i>

APPROVED:



Thomas Faust, Director

June 20, 2013

Date Signed

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1. **PURPOSE.** To establish policy for use of the Employee Fitness Room 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 Fitness Room and that its availability is a convenience, 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 Fitness Room shall only be available to current DOC employees.
 - b. The Fitness Room shall not be available to employees who are on suspension, under disciplinary action, 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 of Management Support shall designate the Office of Health Service Administration to provide general oversight of the Employee Fitness Room.
4. **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, status as a victim of an intra-family offense, 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.

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5. **AUTHORITY**

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

6. **DIRECTIVES AFFECTED**

- a. **Directives Rescinded**
PS 6060.2A Employee Wellness Center (2/15/08)
- b. **Directives Referenced.** None

7. **STANDARDS REFERENCED**

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

8. **EMPLOYEE FITNESS ROOM OPERATIONS**

- a. *Location.* The Fitness Room is located near the Medical Holding Unit (MHU) on site of the DC General Hospital.
- b. *Facility Hours.* The Fitness Room 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 Fitness Room is 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 Fitness Room member present) is used when exercising in the facility.

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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. *Fitness Room 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.

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- 2) Facilities Maintenance employees shall document repairs in MICROMAIN.
 - i. *Fitness Room Equipment.* The following equipment is generally provided:
 - 1) Stationary bicycles,
 - 2) BowFlex,
 - 3) Power Tower, and
 - 4) Treadmills

8. **RELEASE AND WAIVER LIABILITY**

- a. Employees shall assume all risk of the use of equipment and facilities and sign and acknowledge the Release and Waiver of Liability Form (Attachment A) of thereby releasing the District of Columbia, the D.C. 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 Fitness Room.

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

Attachments

Attachment A Release and Waiver of Liability



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

Office of the General Counsel

Release & Waiver of Liability

I, _____ certify that I am a current employee of the District of Columbia Department of Corrections and acknowledge that my use of the Fitness Room and the exercise equipment and facilities therein are provided as a courtesy to DOC employees. Its use is not required as a condition of employment, but may be used voluntarily by staff to allow a convenient venue for employees to exercise. I understand I may use the exercise equipment, but that it is not available to volunteers, retirees, suspended employees, former employees, spouses, family, friends, guests and other relatives of the employee or persons under the age of 21. I understand that I will be required to have a valid Department of Corrections ID in order to enter the Fitness Room and that I am subject to the authority of the Department of Corrections while on their premises. I understand I assume the risk of the use of the wellness center and hereby waive and release the District of Columbia, the Department of Corrections for the District of Columbia, its contractors, agents and 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 my use of exercise equipment provided by the D.C. Department of Corrections regardless of whether the injury, death or damage is caused or contributed to by the negligence of the District of Columbia, the D.C. Department of Corrections, its agents or employees.

I understand that the center shall be used by employees solely during their non-duty hours, and injuries resulting from its use shall not be covered by Worker's

Compensation. I understand that it is my responsibility to consult with my physician prior to initiating any new exercise regime or program. I understand that the fitness center is not staffed by CPR or First Aid qualified staff. I understand that for my own safety, it is recommended that I use the "buddy system" of having another fitness center user present while I exercise. I understand that the District of Columbia and D.C. Department of Corrections reserves the right to terminate the use of the Fitness Room and that its availability is a convenience and not a right or entitlement. This waiver and release is applicable to me, my heirs, executors, administrators, successors and assigns.

I have read and understand everything written above and I confirm my acceptance of its terms and conditions by voluntarily signing this waiver and release below. I understand that any modifications and insertions to this Form as written will be null and void, and that the Form will remain otherwise valid and enforceable.

Name : _____ Date:_____

Title:_____