

City of Tacoma Municipal Complex Employee Wellness Center (EWC)

Rules and Guidelines

As part of the employee wellness program, the City is providing a new wellness center on a trial basis. Please help us make this a safe and healthful place to use toward our wellness goals.

City of Tacoma Employee Access

- ◆ The EWC includes a Locker/Shower Room and Fitness Room. These rooms are available to all active City of Tacoma Employees who complete, sign and return the Release of Liability Form.
 - The City of Tacoma is not responsible for any injury that may occur to individuals while utilizing these areas.
 - Facilities are to be used during an employee's personal time and not during work time.
 - Visitors and children are not permitted in these areas.
 - Sharing of employee badges for access to the EWC is prohibited.
- ◆ Hours of operation are Monday through Sunday (7 days a week) from 5:00 AM to 8:00 PM.
 - If you do not have badge access for weekends or before/after work hours, you will need to complete the [Badge Creation/Application Form](#). Any modifications to your access will require Supervisor approval. You can find this form on the Gnet, under Public Works, Facilities Management Division.
- ◆ No food is permitted. Water and sport drinks are allowed if in sealable, non-glass containers.
- ◆ The City of Tacoma premises are tobacco-free; tobacco products are not permitted in the EWC.
- ◆ The City of Tacoma has the ability to revoke an individual's usage of the EWC based on non-compliance of the Rules and Guidelines.

Locker /Shower Usage

- ◆ There are Americans with Disability Act (ADA) compliant lockers and showers available.
- ◆ The City of Tacoma is not responsible for lost or stolen items.
- ◆ Lockers and showers located inside the EWC are available to active employees at no charge. Employees must bring their own personal lock for a locker.
- ◆ The lockers are available on a first-come, first-served basis. To ensure everyone has an opportunity to utilize the space, you are required to take your lock home at the end of each day.
- ◆ The City of Tacoma will not reimburse locks removed due to non-compliance to the aforementioned rule.

Rules and Guidelines, Cont.

Locker/Shower Usage, Cont.

- ◆ Employees must bring their own towel.
- ◆ A combination soap and shampoo dispenser will be included in all showers.
- ◆ If you choose to bring your own toiletries for showering, you are expected to remove those items from the area after your visit.
- ◆ Personal effects of negligible value (such as clothing, umbrellas, toiletries) that are not removed within a reasonable time after your visit will be discarded or donated to a bona fide charity. Property of significant value (such as more than \$50.00) will be temporarily stored at the Customer Support Center and reported as abandoned property.
- ◆ Employees shall wear shirts and pants/shorts at all times while outside of shower and changing rooms. This is a co-ed environment and nudity/partial states of undress (such as sports bra, underwear, towel) outside of the privacy of the shower or changing room is unacceptable.
- ◆ Only one person per shower room and one person per changing room is permitted.

Fitness Room (TMBN– B12)

- ◆ It is highly recommended that you contact your health care provider prior to using the Fitness Room for advice on types of exercise that are appropriate for you.
- ◆ Employees shall not use the Fitness Room while in regular business attire. Appropriate attire/coverage is required at all time, including a shirt/tank, pant/short, socks and tennis/running shoes.
 - Examples of approved workout attire includes: gym shorts, yoga pants, sweat pants, tee shirts, long-sleeved shirts and tank tops.
- ◆ Equipment available in the room for employee use currently includes: online exercise subscriptions, exercise bands and exercise mats.
- ◆ No more than 35 people are allowed in the room at one time.
- ◆ We encourage group usage of this area. Groups must reserve an exercise session on the Outlook Calendar. Please refer to the “[Employee Instructions for Online Exercise Subscriptions](#)” for more detail.
- ◆ You are expected to wipe down equipment after use; materials will be provided.
- ◆ You can bring in your own exercise mat or bands (if applicable) at your own risk.
- ◆ Towels are not provided for employee exercise.
- ◆ Anyone who has recommendations for an onsite fitness class should contact Shannon Carmody.
- ◆ Disrupting or interfering with the workout of another employee or class session is not permitted. Respect the rights of others by using courteous and appropriate behavior. Profanity is not allowed.
- ◆ Cell phone camera/video usage is not allowed in the Fitness Room. If you receive a phone call you should exit the room so that you are not disrupting others who are exercising.

City of Tacoma

Employee Wellness Center

Release of Liability

Please read and initial the following indicating your agreement as to each:

- I agree that my use of the Employee Wellness Center (EWC) is voluntary, and I accept and assume responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type, which may occur as a result of my use of the EWC facility, equipment, or resources.
- In consideration of my use of the EWC, on behalf of myself, my heirs, executors, administrators, successors and assigns, I hereby release and hold harmless the City of Tacoma from any current or future claims, damages, or causes of action of any kind arising out of my use of the EWC facility, equipment, or resources.
- I understand that the City of Tacoma does not provide supervision for the use of the EWC facility, equipment, or resources.
- I agree to comply with all rules imposed by the City of Tacoma regarding the use of the EWC facilities, equipment, and resources. I will refrain from using any EWC equipment in a manner inconsistent with its intended design and purpose.
- I understand and agree that the City of Tacoma is not responsible for property that is lost, stolen, or damaged while in, on, or about the EWC premises.
- I understand and agree that my use of the EWC is on my own personal time, and that my use of the EWC facility, equipment, and resources is not within the course or scope of my employment.

I HAVE READ, UNDERSTOOD, AND AGREE TO THE CONTENTS OF THE RULES AND GUIDELINES AND RELEASE OF LIABILITY. I VOLUNTARILY EXECUTE THIS DOCUMENT WITH FULL KNOWLEDGE OF ITS CONTENT.

Date: _____

Signature: _____

Print Name: _____

Employee ID #: _____

Worksite/Department: _____



Submit this form to the email, fax number or mailing address listed below.

Email: wellness@cityoftacoma.org Fax: 253.591.5873

OR

Mail to: Wellness Coordinator, City of Tacoma, HR Department, 747 Market Street, RM 1448, Tacoma, WA 98402