

## **I. RIGHTS, PRIVILEGES AND OBLIGATIONS**

### **A. CENTER USERS**

- 1) Personnel must be actively employed by Leidos Biomedical Research, Inc. or an active National Cancer Institute government employee with valid PIV badge identification to be eligible to use the Wellness Center.
- 2) Hours of Operation are:  

Monday through Friday: 5:00 a.m. to 11:00 p.m.

Saturday and Sunday: 9:00 a.m. to 11:00 p.m.
- 3) No guests, visitors or family members who are not employed as listed above are allowed to use the ATRF Wellness Center.

## **II. GENERAL FITNESS CENTER RULES**

### **A. BASIC PROVISIONS**

- 1) ATRF Wellness Center users are expected to abide by these Rules. Any violation of the Rules may subject the user to suspension or forfeiture of the use of the facility. The workout area of the Wellness Center is equipped with security cameras which are monitored by Protective Services during hours of operation. There is no ancillary staff for the Wellness Center.
- 2) Proper attire (inclusive of shirt or top, shorts and or pants, and appropriate shoes), decorum and consideration of the rights and comforts of others must be observed at all times. Please do not wear any attire that may scratch or puncture the equipment cushions.
- 3) Frederick National Laboratory for Cancer Research (FNLCR)/Leidos Biomedical Research, Inc. is not responsible for loss, theft or damage to any personal property of the Wellness Center users.
- 4) Any complaints regarding the conduct of an ATRF Wellness Center user should be reported directly to Protective Services (301-228-4901).
- 5) Be respectful of other members at all times. No Abusive or Provocative Language.

### **B. ATRF Wellness Center Equipment/Property**

Equipment must be handled with care; any abuse will result in forfeiture of the use of the facility. Please exercise control when returning weight stacks to their original positions, allowing the weights to drop will damage the equipment.

If a piece of equipment is malfunctioning or damaged, please tag it with an "Out of Service" sign, located on the wall alongside the AED and report to helpdesk extension 1068 or PSO desk at 4902. Leave your name and a contact number with the dry erase pen on the bottom of this sign so that EHS can contact you for more details.

**ATRF Wellness Center participants voluntarily assume all risks associated with the use of all equipment within the facility.** ATRF Wellness Center users should be aware of their personal fitness limits. Engaging in any fitness activity can involve many risks or potential injury. Use of ATRF Wellness Center equipment and exercise may be strenuous. Exercise at your own level and pace.

If you use the Wellness Center audio equipment during ATRF business hours, please realize that sound travels to areas adjacent to the Wellness Center and the volume level of the audio equipment should be adjusted accordingly. Should you require loud music during a workout, please use your personal player with ear buds/headphones as a courtesy to others that may be using the facility or start using the facility during your workout. The Wellness Center has a phone which is available for emergencies and short local calls.

### **C. FOOD AND BEVERAGES**

ATRF Wellness Center users shall not bring any food into the center at any time. Beverages consumed during workout must be in a container with a lid. Users must clean up any spills immediately.

### **D. ALCOHOLIC BEVERAGES**

No alcoholic beverages shall be permitted in the ATRF Wellness Center at any time.

### **E. INJURY OR ILLNESS**

If there is a medical emergency, call 911. The Wellness Center has a dedicated Automatic External Defibrillator (AED). Call 911 immediately

and summon a protective services officer on duty at the security desk at extension #4902 who is trained in first aid, CPR and AED if you are not trained and require assistance. Report any injuries to the Security Desk to complete an incident report.

### **F. PERSONAL PROPERTY**

Any private property, which may have been left in the ATRF Wellness Center or elsewhere in the building, will be given to Protective Services lost and found.

### **G. LOCKER AND SHOWER ROOMS**

While utilizing the ATRF Wellness Center, all users may use a locker, based on availability. All property must be removed from lockers immediately following workouts. Lockers shall not be used to store any property overnight. Changing into exercise attire must be done in the locker/shower room. Any property left in a locker will be given to Protective Services lost and found.

### **H. BUDDY SYSTEM**

The "Buddy System" is suggested while working out in the designated workout areas. It is your responsibility to make your partner(s) aware if you have any significant health problems, which may affect you as a result of exercise activity. Communicate with your partner(s) if you become disoriented, strained, stressed, short of breath, or dizzy.

### **I. PHYSICAL/RELEASE OF LIABILITY & FACILITY USE GUIDELINES ACKNOWLEDGMENT**

**IMPORTANT: ACCESS TO THE WELLNESS CENTER WILL NOT BE ISSUED IF THESE REQUIREMENTS ARE NOT MET.**

The ATRF Wellness Center utilizes the [Pre-Activity Fitness profile form](#) which includes a liability release clause which must be signed. The Pre-fitness profile must be filled out and if any "YES" responses to the form will require a personal physician to complete a signed medical waiver (page 4) of the form and return to Occupational Health Services (OHS). A copy of the last page of this "Wellness Center Guidelines" must be signed and submitted with the Pre-Activity Fitness Profile to OHS.

**J. INFECTION CONTROL**

- 1) Wellness Center users will be required to supply their own towel(s).
- 2) Wellness Center users are expected to wipe down each piece of equipment after use. It is recommended to place a towel on seat/bench while using and wiping with supplied disinfectant wipes after use.
- 3) Personnel with open or draining wounds or rashes are not permitted to use fitness center equipment. Wounds that are not draining must be covered.
- 4) Hand sanitizer will be provided for personnel to use while using the equipment. It is recommended to sanitize your hands before and after use of equipment.
- 5) Showers and locker rooms are not monitored. Flip flops or shower shoes are recommended for Wellness Center users while in showering facilities. No bare feet are allowed outside of shower/locker room areas.
- 6) Custodial services will provide general cleaning of Wellness Center on a daily basis during the work week.

**Acknowledgment: I have received and reviewed a copy of the ATRF Wellness Center Guidelines and agree to follow them as stated. Any violation of the Rules may subject the user to suspension or forfeiture of the use of the facility.**

**Name (print):** \_\_\_\_\_ **Badge Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IMPORTANT: After completing the above please send this page to OHS via inter office mail or fax: (301)846-6150**