



Monterey County Health Department Schilling Place Fitness Program Proposal

Health Promotion Partnership
Monterey County Health Department
1270 Natividad Road, Salinas CA

Intent

Monterey County's Employee Wellness Program, known as the Health Promotion Partnership, submits this proposal for the development and facilitation of an on-site fitness program at 1441 Schilling Place, Salinas, California, for use by all Monterey County employees.

The development of a fitness program at Schilling Place supports the Health Promotion Partnership's goal of equipping Monterey County employees with the resources necessary to adopt and maintain healthy lifestyle behaviors. An onsite fitness program will increase the Employee Wellness Program's capacity to deliver wellness services by providing a convenient, suitable space for employees to be physically active.

Program Overview

The Employee Wellness Program was developed in 1985 by the Board of Supervisors as a partnership between management, unions, and employees to address the health promotion and disease prevention needs of Monterey County employees. This partnership resulted in the adoption of the Health Promotion Partnership as an ongoing countywide initiative designed for its 4,500+ workforce. Because of its experience implementing health risk reduction programs, the Monterey County Health Department was chosen to develop, staff and administer the Health Promotion Partnership for all County employees, at all work locations, and for all departments. Employee participation is voluntary and Partnership services are offered as an employee benefit.

The mission of the Health Promotion Partnership is to create a healthy workforce and a healthy workplace for all Monterey County employees. The program fulfills this mission by facilitating policy and organizational leadership to promote a healthy workplace culture, providing primary prevention initiatives, offering health risk reduction and condition management programs, and providing health education programs focused on seven topic areas, including: healthy eating, physical activity, tobacco cessation, disease management, stress management, managing work and life, and pregnancy, parenting, and breastfeeding.

Project Scope

The Health Promotion Partnership proposes the development and facilitation of an on-site fitness program at Schilling Place for use by all Monterey County employees. Providing and promoting

a healthy work environment is associated with increased productivity and job satisfaction and decreased absenteeism and employer healthcare expenditures. Employee Wellness considers the development and facilitation of an on-site fitness program beneficial to employees' health and the County's bottom line.

Feasibility

Technical Feasibility:

Located on the first floor of Schilling Place is a vacant 1,292 square foot room formerly used as an employee fitness facility. This room is equipped with mirrored walls, fans, cable/television connectivity, two restrooms (men and women) furnished with showers and lockers, and a lactation room.

The Health Promotion Partnership will develop, facilitate and oversee the programming at the Schilling Place fitness center. Facility management staff will be responsible for day-to-day maintenance, including: cleaning the facility and exercise equipment twice daily, making necessary repairs, servicing climate control (cooling system), and opening and closing the fitness facility. Employee Wellness anticipates the need to increase the janitorial contract for cleaning and maintaining this space, as the program proposes one additional cleaning daily. Furthermore, the locker rooms, showers and any potential gym equipment will need to be cleaned more thoroughly using specific products. Employee Wellness anticipates coordinating these janitorial modifications with Facilities Manager Mario Salazar.

The Health Promotion Partnership will take appropriate measures to ensure cleanliness of the facility to reduce risk of illness and/or infection. With guidance from the Environmental Health Bureau (EHB), Employee Wellness has determined that there is no governing body in California that oversees janitorial requirements specific for fitness facilities. The EHB does not have an inspection program for cleaning of gym equipment used in fitness facilities. Employee Wellness staff intends to continue researching best practices for the cleaning of fitness facilities.

The fitness facility will not include locks or towels for employee use. The use of locks will be prohibited in the locker rooms. Employees using the fitness facility do so at their own risk and are responsible for their belongings. Neither the Health Promotion Partnership nor the Schilling facility management are responsible for lost, or stolen property. The County encourages employees to lock their personal belongings at their desk location or to keep items close by when using the fitness facility. There may be a need to post signs in the locker rooms to remind employees to leave items at their own risk. Signs will be part of the Schilling Tenant Improvement Plan conducted by the Department of Public Works.

Economic Feasibility:

The wellness programming hosted at Schilling Place will be phased in over time. Initially, the fitness facility will host programs already in place through the Health Promotion Partnership. These programs include group fitness classes scheduled by Employee Wellness staff. As interest develops, the program anticipates that groups of employees will organize self-instructed workouts over the lunch hour. As the program develops, weight and cardio machines may be

purchased and maintained. The expansion of programming and resources will be dependent on funding, employee demand, and utilization.

The Health Promotion Partnership intends to purchase the following equipment for the fitness facility, to be used for instructor led group fitness classes and self-instructed workouts:

1. Television monitor
2. Blu-ray/DVD player
3. Amplified speakers
4. Shelves for storing DVDs

Resources, including Employee Wellness program staff and funding, are available to develop and begin this project. The cost for audio-video equipment, storage equipment and an extended janitorial contract may exceed the Program's budget and would require prior approval to purchase.

Operational Feasibility:

The Health Promotion Partnership continuously receives requests for on-site group exercise classes. Currently, Employee Wellness staff hosts two instructor led Zumba fitness classes per week at the Health Department at 1270 Natividad Rd, Salinas. Interest continues to grow and employees are demanding more fitness classes and greater variety of fitness offerings. The program intends to expand its instructor led group exercise classes to include bi-weekly offerings at additional locations such as Natividad Medical Center, the Government Center and Schilling Place.

Employee Wellness will evaluate its programming at Schilling Place by surveying employees and tracking utilization. Utilization will be monitored by using sign in sheets at exercise classes and potentially through a card swipe system that grants access to the fitness facility.

Planned Activities

Group Exercise Classes

To promote physical activity among Monterey County employees, the Health Promotion Partnership schedules and hosts onsite group fitness classes. The program will continue offering these classes at multiple County facilities, including Natividad Medical Center, Government Center and Schilling Place. A group exercise instructor, provided and scheduled by the Health Promotion Partnership, will lead two-one hour classes per week at each of these facilities. Scheduled classes will be offered from 5:30pm-6:30pm.

Self-Instruction

When scheduled group classes are not in session, the fitness facility will be open for recreational use by employees. Employees may bring their own exercise equipment and/or organize group exercise sessions. These sessions will be employee-led and are distinct from instructor led group exercise classes offered and scheduled by the Health Promotion Partnership. Employees must contact the Health Promotion Partnership to reserve space to conduct group activities. The fitness facility will be equipped with a television, blu-ray/DVD player and amplified speakers, which employees may use to follow along with exercise videos supplied by the Health Promotion Partnership.

After assessing funding, utilization of the fitness facility and conducting employee interest surveys, the Health Promotion Partnership will consider developing a proposal to expand the fitness facility to include gym equipment. Such equipment may include cardio machines (elliptical, treadmill, stationary bike) and free weights.

Timeline:

Action Item	Date
Feasibility study and planning: development of program proposal for Board consideration	
Present recommendations to CIC	November 9, 2015
Present recommendations to BC	December 2, 2015
Board approval or refusal of plan	December 8, 2015
Reopening of Schilling Place	June 2017

Roles & Responsibilities:

Other Agency Involvement

Monterey County's Department of Public Works will oversee all Schilling Place Tenant Improvements.

Health Promotion Partnership:

- Review proposal with County Risk Management (in progress) and Health Director.
- Present and seek approval of the proposed program from the County's Capital Improvement Committee (CIC), Budget Committee, and the Board of Supervisors.
- Fund wellness programming at Schilling Place fitness facility.
- Facilitate and oversee all wellness programming at Schilling Place (fitness classes, events, etc.).
- Develop policy, waivers and rules regarding fitness facility use.
- Advertise wellness program services and resources at Schilling Place.
- Manage scheduling of the fitness facility.
- Evaluate programming.
- Serve as consultant to any employee or supervisor regarding lactation accommodation issues and conduct site visits as necessary to promote a positive, accepting attitude toward working women who are breastfeeding. (Lactation in the Workplace Policy: PPPR Section B.18)

Facilities:

- Demonstrate compliance with federal, state and local building codes.

- Maintain and clean the facility: Clean the facility and equipment twice daily, make necessary repairs, monitor climate control (cooling system), and open and close the facility.
- Maintain and clean lactation room and ensure access for employees.
- Establish security card entry for employees as needed.
- Install and maintain automated external defibrillator (AED), as may be required by State and Federal statutes and Monterey County policy.

Human Resources

- Ensure lactation room is compliant with California's Lactation Accommodation Law and Monterey County's Lactation in the Workplace Policy.