



March 15, 2019

Subject: Guidelines for Wellness Item Use

Items for Use

1. Medicine Balls (no reservation)
2. Jump Ropes (no reservation)
3. Bocce Ball (reserved via sign-out sheet)
4. Kan Jam (reserved via sign-out sheet)
5. Spike Ball (reserved via sign-out sheet)
6. Cornhole (reserved via sign-out sheet)
7. Under-desk bicycle
 - a. (reserved electronically via the REC-Strawberry Hill Calendar)
8. Under-desk bicycle
 - b. (reserved electronically via the REC-Philosophers Way Calendar)

Who

Any Recreation and Parks Department staff member is able to use the above items.

When

These items are intended for use immediately before your workday begins, during your workday, or immediately after your workday. If you use these items during your workday, you can use them while on a break, as part of a meeting, at a work event, or specifically for a team building event.

Where

These items are intended for use at an RPD worksite. While these items may be used at *any* RPD worksite, staff *must* not take these items home. This rule is in place to prevent the items from being lost or forgotten at home. We appreciate your cooperation in advance.

Why

These items are intended to promote activity, movement, stress relief, and team building. According to the World Health Organization, we spend approximately a third of our adult lives at work, so we need to be active at work to remain healthy. It is also very easy to get caught up in our work and not take the time to connect with our coworkers and build those important working relationships. These items are intended to promote team building, active meetings, and relationship building.



How

Reservations can be made to use the equipment for a maximum of one week. The under-desk bicycles *must* be reserved with one the corresponding electronic calendars (each bicycle is labeled with the name of its calendar). All other items must be signed out via the corresponding sign-out sheet. Complete the sign-out sheet or electronic calendar reservation and promptly return the item once you are done with it.

Minimum Reservation: 1 hour

Maximum Reservation: 1 week

Suggested Uses

- Are you a supervisor or manager looking for creative team building activities? Hold a short and active team building event!
- Are you stuck at your desk, but you still want to get your steps in? Use an under-desk bike!
- Do your holiday parties focus on food? Add *activity* to the agenda!
- Do you have a long lunch period? Do you want to be more active during your work day? Add a quick activity break!
- At the Lodge waiting for the commute traffic to lighten? Have some fun before you leave!
- Do you want to be the colleague/supervisor/manager that is creating an engaging work environment where everyone *thrives*? Discuss work while having fun!