TARRANT COUNTY
EMPLOYEE
WELLNESS
PROGRAM

Fitness Room Orientation
GUIDELINES & RULES

Must be:

• a full-time regular Tarrant County employee
• a regular part-time Tarrant County employee
• a Tarrant County project employee
• an employee of the Tarrant County Credit Union
• an employee of CSCD
• an employee of the 2nd Court of Appeals
• a JPS employee currently working at Tarrant County Public Health, 1101 S. Main or the Tarrant County Corrections Center
• a Resource Connection tenant currently working at Resource Connection
The following are **NOT** allowed in the fitness facilities at any time, for any reason:

- Volunteers
- Temporary Employees
- Contract Employees
- Interns
- Family or Friends

*If someone needs to wait on you to finish in the fitness room, they must wait outside the room.*
Guidelines & Rules

- You must “sign in” each time you use the fitness room on the Fitness Room Sign-in Sheet.
- Tarrant County fitness rooms are unsupervised and your participation is at your own risk.
- There is a certain amount of assumed risk associated with exercise.
You must complete the on-line orientation and sign verification sheet.

You must sign the Release and Waiver of Claims.
You must use during "off hours," not while you are considered at work.

Employees may be allowed, with their department head’s permission, to enter the facility during their "15 minute break."
Proper Fitness Attire

For safety and health reasons, proper attire should be worn when utilizing fitness facilities.

- Proper attire should be consistent with safe use of equipment.
- A shirt and athletic or fitness shoes must be worn at all times to meet safety and sanitary requirements.
- Bare feet, stocking feet and open toed shoes are not permitted.
FITNESS ROOM LOCATIONS AND HOURS OF OPERATION:
CSCD
3210 Miller Ave.
7:00 am - 8:00 pm M - TH, 7:00 am - 4:45 pm F

Downtown
100 E. Weatherford St.
6:00 am - 8:00 pm M – F

North Patrol
6651 Lake Worth Blvd.
6:00 am - 8:30 pm M - F

Public Health
1101 S. Main
7:00 am - 7:00 pm M - F
Resource Connection  2300 Circle Dr.
6:00 am - 8:30 pm M - F,  8:00 am - 4:00 pm SAT

SW Sub-Courthouse  6551 Granbury Rd.
8:00 am - 4:45 pm M - F
The County provides a personal trainer from the YMCA. The trainer is available for “one on one” appointments or to answer questions and give directions.

Personal trainer hours & locations are posted in the fitness facilities and on the Wellness Page of the employee web site.

There is a Fit Start folder in each location listing the available trainer hours.

If you do not wish to make an appointment but would like some information, you may approach the trainer during the scheduled hours.

Training sessions are free & you are encouraged to participate or ask for assistance during the scheduled hours if the trainer is not working with an appointment.
AEROBIC OR CARDIOVASCULAR EXERCISE
Warm-up

- A warm-up is an easy movement like walking, to get the muscles warm. Whatever activity you plan to do, you may begin slowly and at a low intensity.

- After 5 to 10 minutes of a warm-up, you may stretch. The warm-up and stretching will prepare the muscles for action (exercise) and reduce risks of injury.

- Never stretch cold muscles as it may cause injury.
Aerobic Exercise is the base of the exercise pyramid and should be done often.

If you are accustomed to aerobic exercise, you will be less prone to injury when doing other types of exercise.

Aerobic exercise is performed over a period of time. It is an endurance exercise using the large muscles of the body (leg and hip muscles).

- Examples: walking, jogging, swimming, bicycling, roller blading, stepping, aerobic dance, kick boxing, etc.
Cool Down

- A cool-down is an easy movement to bring the heart rate back down to normal. It is necessary to maintain movement for the blood to continue to circulate & not pool in the extremities.

- The cool-down is a very important part of your exercise, & stretching is a very important part of your cool down.

- Exercise tends to shorten the muscles, stretching will lengthen the muscles back to their original length & reduce your risks of injury by increasing flexibility.
“F” represents FREQUENCY or how often you should workout.

- Regular standards for aerobic exercise state that a person should participate in a continuous cardiovascular exercise, a minimum of 20 minutes, at least 3 times a week, for good health.
“I” represents INTENSITY, or how hard you should workout. Here is the formula for finding your exercise heart rate.

- You should exercise in a range between 60 - 85% of your maximum heart rate (MHR). There is no advantage to the cardiovascular system if you exceed 85%.

**Target Heart Rate**

\[
220 - \text{age} \times .60 = \text{THR} \\
220 - \text{age} \times .85 = \text{THR}
\]
Talk Test

- This is an easy way to determine how hard you are working.

- To benefit the cardio-vascular system you must be working hard enough that it is not easy to carry on a conversation or sing a song.

- If it is hard to respond in a short sentence, you are working too hard.
“T” represents TIME or duration of the exercise. This is how long you exercise each time you exercise.

- It is recommended to do aerobic exercise for at least 20 consecutive minutes.
- This does not include the “warm-up,” the “cool-down” or any other types of exercise that you may want to perform.
“T” represents TYPE of exercise.

- If you do the same exercise all the time, your body gets very efficient at the activity & is no longer working as hard & you will not receive the same benefit from the exercise as you once did.

- Different types of exercise may work the same muscles, but in a different way, which will increase the benefit you receive.
PROPER WEIGHT LIFTING TECHNIQUES FOR RESISTANCE EXERCISE
The components of resistance exercise are the same as for the aerobic workout, a warm up & cool down are necessary.

First is the warm-up which may be accomplished by walking 10 minutes on a treadmill. When the weight lifting workout is finished, cool down and stretch.
Lifting Guidelines

- Do not drop the weights or bang the weights if you are working on a selector machine.
  - If you must drop or bang the weights, you are lifting too much weight.

- When you do not have control of the weights, it will increase your risk of an injury.
Lifting Technique

- Use proper body mechanics.
- Use the mirrors to insure that your body is aligned properly.
- Do not arch your back when lifting.
Exercise the intended muscle.

If you feel a strain in an area you did not intend to be working, stop & determine why.

- Then adjust your movement so the exertion is felt only in the muscle or muscle group you intend to be working.

Do not swing your body or make quick jerky movements.
Movement should be slow & controlled to get maximum benefit & avoid injury.

Common injuries in the weight room are to the back or knees.

Awareness of the back & the alignment of the spine should be of high importance at all times.
We have a tendency to hold our breath when lifting something heavy. This is one of the things that can cause hernias.

Do not hold your breath when lifting.

Exhale on the exertion and inhale on the recovery.

Or, count your repetitions out loud. If you are talking, it will force you to breathe.
This uneven stack of boxes does not have much integrity. It would not be able to support much added weight if something were set on top of it.

If the boxes were aligned, the stack would get much stronger.
It is much the same with the spine. When standing up straight with all vertebrae evenly stacked on top of each other, the spine is much stronger than if it were in a relaxed position, like with one hip thrown out to the side.
Form Requirements

- After completing this on-line orientation, please print the following three forms; then fax, scan or send the printed & signed copies through inter-office mail to: **Amber Norris, Human Resources, Fax 817-884-3250.**

1. On-line orientation sign off
2. Rules and Guidelines
3. Release of Waiver – Choose the appropriate waiver for you:
   a. If you are **not** a Tarrant County employee but work at CSCD, Tarrant County Credit Union, or at the Resource Connection, or if you are JPS employee working in the Corrections Center or at Tarrant County Public Health (1101 S. Main) or, you are an employee working in the 2nd Court of Appeals (401 Belknap)
   b. Tarrant County Employees

**REMEMBER:** All three forms must be signed.
Tarrant County Fitness Room Orientation
Sign-off

I confirm that I have read the entire Fitness Room Orientation. I understand all the rules and regulations. I also understand that if I choose not to follow any of the rules and regulations I will have my privileges removed and may also be subject to disciplinary action. I agree to comply with all rules and regulations and to follow the orientation guidelines for use of County facilities, proper attire and exercise safety.

Note: it is not our desire to discourage employees from obtaining some amount of exercise during their 15-minute break. However, from a liability and safety standpoint, the participant should be in proper attire as to be consistent with safe use of the equipment and wearing athletic or tennis shoes.

Name (print) ____________________________

Signature ______________________________

Department ____________________________

Date ________________________________

To which room(s) do you wish to gain access?

___ Administration Bldg.
___ Resource Connection
___ Public Health
___ CSCI, Miller St.
___ N. Patrol
___ SW Sub-Courthouse
___ Corrections Center
___ Arlington Sub-Courthouse

Before any employee will be allowed to use the fitness room at Resource Connection you will need to go to the Welcome Center, 1100 Circle Dr. to have a special Resource Connection ID made. The hours are 8:30 am - 4:30 pm, M-F. If you have questions about this contact Letticia Salinas at 817-531-7612.

Fax completed sheet to 817-884-3250 or inter office mail to Amber Norris, Human Resources.
Rules and Guidelines

By Commissioners Court Order 97825, a Wellness Committee was established to help identify ways to improve the Tarrant County Wellness Program. In conjunction with this order, the Wellness Committee has compiled the following Rules and Guidelines to be utilized for the multiple Fitness Rooms in the program.

PARTICIPANTS
- The Tarrant County Fitness Rooms are available to full-time, regular Tarrant County employees, Tarrant County Credit Union employees, CS/CD, Second Court of Appeals employees, regular part-time employee, and project employee, JPS employees working at Public Health or in the Corrections Center and Resource Connection tenants.
- Tarrant County Fitness Rooms are NOT available to family members, volunteers, temporary employees, or contract employees.

ORIENTATION
- Each person using the Tarrant County Fitness Rooms must complete a fitness room orientation and sign a Release and Waiver of Claims.
- Access cards will not be activated until completing an orientation and a Release and Waiver of Claims has been received by the Wellness Coordinator.

ACCESS
- Each fitness room is locked and will require a security code or activated Chubb card to gain entrance.
- In conjunction with the Tarrant County Identification Badge Policy, C.O. # 86550:
  1. The Chubb card and the access code must not be loaned, shared or otherwise provided to any other individuals.
  2. If a user shares or otherwise provides the security code or Chubb card to other unauthorized individuals, the user’s access to the fitness rooms may be revoked.
- In addition, any user who leaves a door open or in any way makes the entrance unsecured may have their access revoked.
- Fitness Rooms are at various locations and, therefore, have different hours of operation. Fitness room hours will be posted at each location as well as on the employee web site.

Fitness Room Rules & Guidelines
SAFETY, HEALTH & COURTESY
For safety and health reasons, proper attire should be worn when utilizing fitness facilities and equipment. Proper attire should always be consistent with safe use of the equipment.
A shirt and athletic or fitness shoes should be worn at all times to meet safety and sanitary requirements.
Bare feet, stocking feet, or open toed shoes are not permitted.
Food and drinks are not allowed in the Fitness Room. Water bottles are allowed and encouraged.
Users of the fitness rooms should try to work out with another user present.
When multiple participants are present, the participants are encouraged to arrive at a consensus on appropriate volume and channel settings for the television and radio.
Participants should be respectful, courteous and considerate of other participants. Participants should not monopolize the equipment.
Use of the television and radio are on a first come first serve basis. Individuals using the video or audio equipment for exercise tapes must limit usage to 30 minutes.
Use equipment for its intended purpose only. If you do not know how to safely operate a particular piece of equipment, do not use it until you have obtained instruction. A personal trainer is available at scheduled times and locations to assist with developing a proper workout program. Personal trainer schedules are posted at locations and on the employee wellness web site.
Do not move or adjust any equipment, including the climate control settings. All controls and equipment are set to be most efficient and to meet industry standards. Non-compliant participants may be responsible for any cost associated with damage to equipment or the facility that results from misuse or abuse.
Return all equipment, such as mats, dumbbells, balls, etc. to their proper place. Do not leave them out blocking the floor areas.

Participants should report any problems, as well as damaged or malfunctioning equipment immediately to the Wellness Coordinator (ext. 7036). Do not attempt to adjust, repair or move any equipment.
*The Fitness Room Rules and Guidelines will be strictly enforced. Any violations of this policy should be reported immediately by calling 817-212-7036. Any user of the fitness rooms who is found to be in violation of this policy may be subject to loss of access.*
I have read a complete copy of the fitness room rules and guidelines and agree to comply at all times while using the facilities and equipment.

_____________________________________
_____________________
Name (print) Date

_____________________________________
Signature Personnel Number

4/25/13
NON-EMPLOYEE RELEASE AND WAIVER OF CLAIMS

I am requesting permission to use exercise equipment in Fitness Facilities provided by Tarrant County. I acknowledge and understand that I am not required to use the Fitness Facilities or the exercise equipment contained in those Facilities. I further acknowledge that my use of Tarrant County’s Fitness Facilities and exercise equipment is on my personal time. I acknowledge that access to Tarrant County’s Fitness Facilities may be restricted or eliminated altogether. I further understand that I must complete an orientation before I will be allowed to use the Fitness Facilities. I agree that I will not allow guests to have access to the Fitness Facilities.

I recognize that although my use of the Fitness Facilities or the exercise equipment contained in those facilities may have certain benefits, there also exists the possibility that I could sustain a serious, permanent injury or injury resulting in death, including, but not limited to those resulting from my own negligence or the negligence of others. Understanding both the potential benefits and risks involved, I voluntarily sign this Release and Waiver of Claims. I represent that I am not aware of any physical or medical condition which would prevent me from using the Fitness Facilities or the exercise equipment contained in those Facilities. If I become aware of any physical or medical condition which would prevent me from using the Fitness Facilities or the exercise equipment contained in those Facilities, I will notify Tarrant County’s Wellness Coordinator of the condition, in writing. The notice shall be delivered to “Tarrant County Wellness Coordinator” in the Human Resource Department or fax to 817-884-3250. Other than the representations and warranties contained in this Release and Waiver of Claims, no other representations and warranties have been made to me. Likewise, no oral understandings, statements, promises or inducements contrary to the terms of this release exist.

Therefore, in consideration for access to Tarrant County’s Fitness Facilities, I release, acquit and forever discharge Tarrant County, Texas, its elected officials, representatives and employees from any and all claims, demands, losses and causes of action of any kind whatsoever, at common law, in equity, statutory or otherwise that I may have or that may arise hereafter, directly or indirectly attributable to my use of Tarrant County’s Fitness Facilities or the exercise equipment contained in those facilities. It is my intention that this release be binding on my representatives, heirs, estate and assigns.

BY SIGNING THIS RELEASE, I AM AGREEING TO INDEMNIFY AND HOLD HARMLESS TARRANT COUNTY, TEXAS, ITS ELECTED OFFICIALS, REPRESENTATIVES AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, WITHOUT LIMIT AND WITHOUT REGARD TO THE CAUSE OR CAUSES THEREOF OR THE NEGLIGENCE OF ANY PARTY OR PARTIES, WHICH ARISE IN CONNECTION WITH MY USE OF TARRANT COUNTY’S FITNESS FACILITIES OR THE EXERCISE EQUIPMENT CONTAINED IN THOSE FACILITIES.

Signature ___________________________ Date __________

| RELEASE AND WAIVER OF CLAIMS (NON-EMPLOYEE) - SOLO PAGE |
WOW Wellness Program Membership Form

RELEASE AND WAIVER OF CLAIMS

I am requesting membership in Tarrant County’s Employee Wellness Program (“Wellness Program”). My involvement in the Wellness Program may include participation in events sponsored by the Wellness Program. My participation in the Wellness Program may also include use of exercise equipment in Fitness Facilities provided by Tarrant County. I acknowledge and understand that I am not required to participate in the Wellness Program, nor am I required to use the Fitness Facilities or the exercise equipment contained in those facilities. I further acknowledge that my participation in Wellness Program events and my use of Tarrant County’s Fitness Facilities and the equipment contained in those facilities is on my personal time. I understand that access to the Fitness Facilities provided by Tarrant County may be restricted or eliminated altogether. I agree that I will not allow guests or non-members to have access to the Fitness Facilities.

I recognize that although my participation in the Wellness Program or my use of the Fitness Facilities and the equipment contained in those facilities may have certain benefits, there also exists the possibility that I could sustain a serious, permanent injury or injury resulting in death, including, but not limited to those caused by my own negligence or the negligence of others. Understanding both the potential benefits and risks involved, I voluntarily sign this Release and Waiver of Claims. I represent that I am not aware of any physical or medical condition which would prevent me from participating in the Wellness Program, nor am I aware of any physical or medical condition which would prevent me from using the Fitness Facilities or the exercise equipment contained in those facilities. If I do become aware of any physical or medical condition which would prevent me from participating in Wellness Program events or which would prevent me from using the Fitness Facilities or the exercise equipment contained in those Facilities, I agree to notify Tarrant County’s Wellness Coordinator, in writing. The notice shall be delivered to “Tarrant County Wellness Coordinator”, 100 E. Weatherford, Ste.301, Fort Worth, TX 76196. No oral understandings, statements, promises or inducements contrary to the terms of this Release and Waiver of Claims exist.

Therefore, in consideration for membership in Tarrant County’s Employee Wellness Program, I release, acquit and forever discharge Tarrant County, Texas, its elected officials, representatives and employees from any and all claims, demands, losses and causes of action of any kind whatsoever, at common law, in equity, statutory or otherwise that I may have or that may arise hereafter, directly or indirectly attributable to my participation in Tarrant County’s Employee Wellness Program or my use of Tarrant County’s Fitness Facilities or the exercise equipment contained in those facilities. It is my intention that this release be binding on any representatives, heirs, estate and assigns.

BY SIGNING THIS RELEASE, I AM AGREEING TO INDEMNIFY AND HOLD HARMLESS TARRANT COUNTY, TEXAS, ITS ELECTED OFFICIALS, REPRESENTATIVES AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, WITHOUT LIMIT AND WITHOUT REGARD TO THE CAUSE OR CAUSES THEREOF OR THE NEGLIGENCE OF ANY PARTY OR PARTIES, WHICH ARISE IN CONNECTION WITH MY PARTICIPATION IN TARRANT COUNTY’S EMPLOYEE WELLNESS PROGRAM OR MY USE OF TARRANT COUNTY’S FITNESS FACILITIES OR THE EXERCISE EQUIPMENT CONTAINED IN THOSE FACILITIES.

Signature ______________________ Date __________________ Personnel No. ______________________
Print Name ______________________ Department/Agency ______________________
Work Phone ______________________ Division/Location ______________________

RELEASE AND WAIVER OF CLAIMS - SOLO PAGE