

Process steps

Title:	Approval for Worksite Wellness activities
Related to:	DHS OHA 080-013-01
Effective date:	05/04/2020

Purpose

This process outlines the requirements for gaining agency approval for worksite wellness activities. Activities including, but not limited to, onsite massage therapy, yoga, aerobics, meditation or nutrition related activities such as Weight Watchers may take place in agency facilities with the approval of the Facilities Committee and office leadership.

Because employee wellness is a priority for the agency, managers are encouraged to work with wellness committees and individual staff to ensure access to activities that address employee wellness resources.

Process steps

1. DHS|OHA staff individually, as a group, or in conjunction with a site wellness team, determine what activities are desirable to agency staff at a location.
2. DHS|OHA staff submit a written request for approval of wellness activities to the DHS|OHA Joint Facilities Committee at Wellness.ActivityRequests@dhsaha.state.or.us. Requests shall include:
 - a. The subject line "Request for Wellness Activity Approval".
 - b. The location the activity will be offered.
 - c. The type of activity.
 - d. Information about how often the activity will be offered, at what time, and how long the activity will run.
 - e. Whether the activity will be broadcast using remote technology.
3. For activities offered at a cost to employees, the request shall also include a copy of the instructor's license or certification.
4. The DHS|OHA Joint Facilities Committee reviews each activity request and approves or denies the request.
5. The Joint Facilities Committee notifies the requester of the decision, providing an explanation of denials.
6. If approved, DHS|OHA staff work with on-site management and scheduling or facilities staff to reserve space and time for the activity.

References

2012 Behavioral Risk Factor Surveillance System (BRFSS) of State and School Employees

Forms referenced

Related policies

DHS|OHA 080

DHS|OHA 080

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Keywords

Activities, aerobics, exercise, health, meditation, mindfulness, Pilates, wellness, wellness committees, worksite wellness, yoga, Zumba

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