

## Guidelines

<b>Title:</b>	Guidelines for Approved Wellness Activities
<b>Related to:</b>	DHS OHA 060-042-02
<b>Effective date:</b>	05/04/2020

### Purpose

This document provides guidelines for wellness activities not covered by policy or process to ensure that DHS|OHA are supporting evidence based wellness activities for staff while being responsible to the public we serve.

### Guidelines

1. Agency approved wellness activities should be evidence based.
2. Agency approved wellness activities should not be used as an opportunity for product sales.
3. Agency staff who lead wellness activities:
  - a. Should not charge for those activities.
  - b. Should make the activities available to all other agency staff.
4. Staff may use agency resources, such as Skype, to make free wellness activities more widely available to staff.
5. Wellness activities may take place in DHS|OHA facilities immediately before or after regular business hours.
6. Wellness activities may be offered at any time through the day if the activities do not interfere with normal business operations.
  - a. For any activity not scheduled before or after working hours, or during the lunch period, business need may mean cancellation or relocation of a wellness activity, if the space is required for business purposes.
  - b. Staff are expected to return the room to it's "business ready" state prior to the end of the reservation period.
7. For sites with multiple lunch periods, managers should consider rotating lunch shifts, if requested, so that all staff have the opportunity to participate in wellness activities.
8. Employee wellness groups that wish to participate in fundraising activities or accept donations that will benefit employees should work with OHA's Human Resources team, the Oregon Department of Administrative Services and the Ethics Commission as appropriate.

### References

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

## Forms referenced

## Related policies

DHS|OHA 060-042  
DHS|OHA 060-042-01

## Contact

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## Keywords

Activities, exercise, health, Pilates, wellness, wellness committees, worksite wellness, yoga

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