



Fitness Center Guidelines and Procedures

Beyond Vision has established a variety of guidelines and procedures to ensure the users of the Fitness Center have both a fun and safe experience while using the facilities. The space also has unique accessibility features that will allow an inclusive workout experience for all users. If you have any questions, please contact Human Resources.

Access to Fitness Center

Users may access the fitness center once they have reviewed these Guidelines and Procedures, signed the Waiver of Liability form, and have had an orientation to the fitness center by an authorized staff member.

Once the three above items have been completed, the employee will have access to the Fitness Center with their key fob.

Fitness Center Hours

- Weekdays 5:00 a.m. to 9:00 p.m.
- Weekends from 8:00 a.m. to 5:00 p.m.
- Observed holidays: Closed.

Time using the Fitness Center is non-work time. Employees who wish to work out during the business day must have prior approval from third direct supervisor before modifying their work schedule.

Fitness Center Attire

Proper athletic attire must be worn while using the Fitness Center.

- Sneakers, socks, athletic pants/shorts, and t-shirts are considered appropriate attire.
- Shirts should cover full chest, back and lower torso area (no sport bras only).
- Jeans are not permitted. Jeans often have studs, rivets and zippers which may tear the fabric on the benches.
- Bare feet, socks only or sandals are NOT permitted.
- During winter months and rainy days, please bring a dry pair of shoes.

Locker Room and Showers

Users of the Fitness Center will have access to the unisex Locker room, changing rooms, and shower. Employees requesting a locker will have one assigned to them. Guests/Visitors may share the employee's locker. Beyond Vision is not responsible for any lost, stolen, or damaged personal items in the Locker room or Fitness Center.

Please note that the purpose of the locker room is to securely store personal items, not to change clothes or serve as a gathering space. Employees who wish to change their clothes must use one of the private changing rooms or private stalls in the women or men's rooms.

Employees using the showers must bring their own towels and toiletries. And they need to ensure all their items are removed and refuse properly disposed of once done showering.

The use of the changing rooms and shower are on a first come, first serve basis.

Courtesy

Please remember that this space is used by others. Personal items used in the Fitness Center should be kept out of pathways to avoid trip hazards. Personal items may include water bottles, towels, canes, clothing, etc. Also, if you work out using an audio device, please use earbuds or headphones. Please be sure to wipe down all equipment after use with the cleaning supplies provided.

Food and beverages

Other than water bottles, food and beverages are not allowed in the Fitness Center. It should also be noted that water fountains are located nearby in the hallway.

Fire alarms

Whenever a fire alarm is sounded, immediate evacuation of the building is the appropriate response. If there is a fire alarm while you are using the facilities, you must immediately leave the center through the nearest exit door and remain outside until it has been announced that it is safe to enter the center.

Guests/visitors

Employees may have up to one guest/visitor utilize the Fitness Center. The guest/visitor must be accompanied by the employee. Each guest/visitor must review the Guidelines/Procedures document, sign the Waiver of Liability Form, and complete an orientation prior to using the facility.

Health and safety

If you have the flu, a cold, or any other contagious illness, please do not use the Fitness Center. Using the Fitness Center with a contagious illness puts you and all other users at risk. Illness causes an individual's system to become weaker and the likelihood for injury increases significantly when training under these conditions. Furthermore, given the nature of physical training, the transmission of contagious diseases occurs quite readily. Appropriate cleaning supplies are available in the Fitness Center for cleaning perspiration from the pads and benches. Please be courteous of fellow Fitness Center users and use the supplies provided in the areas that you use.

Cardiovascular Equipment Usage Procedures

Cardio equipment is on a first come, first serve basis. We ask that you please limit use to 30 minutes while people are waiting. Please wipe down cardio equipment after use. The appropriate cleaning supplies are in the Fitness Center. Only use these cleaning supplies.

Weightlifting policies

Dumbbells and benches are on a first come, first serve basis. And we ask that users limit their time using this equipment to 30 minutes if others are waiting. Dumbbells must be returned to the appropriate section of the rack once your workout has been completed. Do not drop or slam dumbbells to the floor. And dumbbells must always remain in the Fitness Center.