



# Wellness Center Program Policies & Procedures

## I. Purpose

The purpose of these policies and procedures is to provide guidance in promoting Healthier Living within our community.

## II. Policies

- A. The wellness program shall be established to assist general population in providing services that will benefit their health.
- B. The wellness staff shall collect pertinent information on all individuals to establish a profile on each.
- C. The wellness staff shall keep all client profile in a locked file cabinet.
- D. The wellness staff shall update and keep track of progress on each client daily.
- E. The wellness staff shall maintain all client information confidential.
- F. The wellness staff shall be able to make recommendation upon reviewing profile to other programs.
- G. On a daily basis, the wellness staff shall conduct an inspection for all safety and cleanliness of building, equipment, and appliances each day.
- H. The wellness staff make all necessary work orders on a daily basis if need to.
- I. The wellness staff shall keep all equipment in order and sanitize at all times.
- J. The wellness staff shall maintain a safe environment.

## III. Procedures

- A. The wellness staff will provide sign in sheet and collect necessary documents upon registration.
- B. The wellness staff will provide orientation of proper use of exercise machine and orientate each client on equipment.
- C. The wellness staff will develop a client profile and secure in a safe place.
- D. The wellness staff will prepare daily log sheet on each client for review and guidance.
- E. The wellness staff will update client information on a monthly basis.
- F. The wellness staff will make referrals to other department for any further counseling, PT, etc., when needed to.
- G. The wellness staff will provide cleaning supplies readily available each day.
- H. The wellness staff will submit work order to Project Supervisor for any repairs and maintenance.
- I. The wellness staff will keep facility and equipment cleaned and sanitized.
- J. The wellness staff will ensure safety is maintained at all times.

## IV. Records

The records or portfolio of clients are to be filed in accordance with the Chapter's Records Management System.

## V. Amendments

The Chapter Wellness Program Policies and Procedures may be amended as deemed necessary and as recommended by the Chapter Officials and Administration and approved by Chapter membership.