

# Class Participant Code of Conduct

This Class Participant Code of Conduct outlines a list of expected actions for participants in on-site and virtual fitness classes; the actions listed below are not an all-inclusive list. This Code of Conduct will be enforced by the Employee Wellness Division (EWD) and fitness instructors.

## Employee Wellness Commitment

The Employee Wellness Division is committed to safeguarding and promoting the well-being of County employees. Classes are offered to support employees' health and wellness goals. Instructors, participants, and staff are expected to show respect and understanding for the safety and welfare of others.

## Participant Responsibilities

All individuals are asked to observe common courtesies at all times when participating in Employee Wellness classes. Each participant takes full responsibility for their own health and safety in participating in the fitness class(es). Should any unusual symptoms occur, participants should cease participation and inform the staff of the symptoms. Health experts suggest that individuals talk to their doctor before they start an exercise program. Participants are also expected to share the responsibility of safety, agree to follow safe procedures, and avoid unnecessary and hazardous situations.

## Class Attire/Equipment

- Participants should wear exercise clothes and athletic footwear (unless noted by instructor).
- If class is a floor exercise, please have your own mat or towel.
- Water and hand towels are recommended.

## General Class Etiquette & Safety

- Arrive on time. If you are more than 15 minutes late, you will **NOT** be allowed to participate. If you arrive late for an in-person class but are within the allotted time to safely participate, take a spot that will be least disruptive.
- Advise the fitness instructor of any existing injuries or limitations prior to class starting.
- Monitor and adjust your level of intensity at the appropriate level for your fitness condition. Modify your own workout accordingly or ask the instructor for exercise modifications.
- As a County-sponsored program, adherence to the County of Santa Clara Injury & Illness Prevention Plan (IIPP), the County's IIPP SB198 Safety Plan, and Chapter 22: Violence in the Workplace is strictly enforced.
- Reduce noise by turning off your cell phone/pagers (in-person) and your microphone (virtual).
- When in-person, be considerate of your neighbors' space when you set up your mat; provide other participants adequate space to work out. When virtual, ensure you have proper space to safely exercise.
- Review the General Tips to help you safely participate in on-site and virtual fitness classes.

## Class Admission & Cancellation

- Classes are available to full-time and part-time, benefited County employees. Extra-help, contractors, interns, and retirees are not eligible.
- Space is first come, first served. Once class is full, eligible employees will automatically be added to the waitlist. Only registered participants are allowed in the class. If class capacity is still available at the start of class, walk-ins or later registrants will be allowed.
- For in-person classes, make sure you are properly signed in with the instructor.
- If you frequently miss class without cancelling your registration, you may be notified and removed from the registration list to make room for other employees to participate. When you are ready and able to resume attending fitness classes, you can register at that time.
- Classes are subject to minimum/maximum participation limits, instructor/location changes, and/or cancellations.

*If you have questions about fitness class operations,  
please email [COsCOps@Strive2Bfit.com](mailto:COsCOps@Strive2Bfit.com), Monday to Friday, 8am to 5pm.*

