

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
<b>Policy Name:</b> Employee Wellness Program		
<b>Policy Number:</b> 104.79	<b>Effective Date:</b> 5/27/2020	<b>Page Number:</b> 1 of 7
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration and Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

The Commissioner encourages all Georgia Department of Corrections' employees to actively participate in the voluntary wellness program created to help expand their knowledge about health, explore ways to eat healthier, improve their level of physical fitness and improve their mental, emotional, and financial well-being.

**II. Authority:**

- A. Healthy Lifestyles and Prevention America Act (HeLP America Act) of 2004;
- B. Occupational Safety and Health Act of 1970;
- C. Center for Disease Control and Prevention Worksite Initiative, LEAN Works! and Best Practices;
- D. Work Healthy Georgia Handbook;
- E. Official Code of Georgia Annotated (O.C.G.A.): Georgia Smoke-free Air Act of 2005, §31-12A-3; §31-12A-4; and §31-12A-6; and
- F. ACA Standard: 5-ACI-1C-25.

**III. Scope:**

This policy applies to all of the Georgia Department of Corrections.

**IV. Components:**

- A. **Physical Health** - Physical Health is critical for a person's overall well-being. Physical Health consists of many components to include:
  - 1. Physical activity: includes strength, flexibility, and endurance;
  - 2. Nutrition and diet: includes nutrient intake, fluid intake, and healthy digestion;
  - 3. Alcohol and drugs: includes the abstinence from or reduced consumption of these substances;

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4. Medical self-care: includes addressing minor ailments or injuries and seeking emergency care, as necessary; and
  5. Rest and sleep: includes periodic rest and relaxation, along with high quality sleep.
- B. **Mental Health** - Mental Health includes a person's emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental Health wellness allows people to realize their full potential, cope with the stresses of life, work productively, and make meaningful contributions to their communities.
- C. **Preventive Health** - Preventive Health can help employees avoid illness and detect problems before symptoms occur. Preventive methods include health and weight/Body Mass Index (BMI), biometric, blood pressure, cholesterol, breast cancer, cervical cancer, colorectal cancer screenings, and age-specific and workplace environment immunizations (i.e. flu, tuberculosis, hepatitis B).
- D. **Feminine Health** - Feminine Health encompasses many areas in a women's physical and emotional well-being to include female personal care products and the needs of new mothers for GDC employees.
- E. **Financial Health** - Financial Health includes management of money, the amount an employee saves, retirement, and how much employees spend on fixed or non-discretionary expenses.
- F. **Environmental Health** - Environmental Health ensures the cleanliness of an employee's work environment to include office deep cleanings (carpet shampoo, dusting), and air filtration and mold checks.

**V. Accountability:**

Facilities, Regional Offices and Central Office supervisors are responsible for providing employees access to all agency wellness program materials/programs to include Physical, Mental, Preventive, Financial and Environmental Health options. Options are available in more detail on Attachment 1: Comprehensive Wellness Plan Details.

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**A. Physical Health:**

1. Physical Activity: Supervisors shall encourage and support employees to use their physical activity break, in order to decrease employee stress, help prevent overuse patterns from extended sitting and computer use, as well as help promote caloric expenditure – promoting a healthier Body Mass Index (BMI). Employees are responsible for initiating and utilizing the physical activity break in order to promote a healthier lifestyle.
  - a. A maximum of 30 minutes in a given workday will be used to engage in physical activity.
    - i. The physical activity break will replace the current 15-minute morning break and the 15-minute afternoon break.
  - b. Employees are required to work with supervisors to ensure the physical activity break does not impair the agency or office mission.
  - c. Physical activity breaks can be taken in the form of:
    - i. Three, 5-minute breaks and one, 15-minute break;
    - ii. Two, 15-minute breaks;
    - iii. One, 30-minute break; or
    - iv. Three, 10-minute breaks.
  - d. Supervisors will encourage and allow staff to combine the designated physical activity breaks with lunch breaks, not to exceed 60 minutes combined break.
  - e. Employees are encouraged to engage in heart healthy physical activity such as walking, jogging, group exercise classes, cycling, stair climbing, etc.
    - i. Employees may utilize the onsite gym at Central Office;

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- ii. Facility employees may utilize areas designated by Appointing Authority.
  - f. Employees are not permitted to end work early and exercise without returning to their place of employment. However, an employee may be excused to exercise at the end of their workday if they report back to work before their departure for that day.
  - g. Employees must report to work in the morning prior to taking their 30-minute physical activity break. Employees cannot report to work 30-minutes late to accommodate the exercise before their scheduled arrival time.
2. Nutrition and Diet:
- a. Central Office and Staff Dining at facilities statewide will provide employees a healthy meal option for both breakfast and lunch on a selected day, every week.
  - b. Vending machines at Central Office, Regional Offices and facilities statewide will, in addition, start offering healthier options for purchase.
  - c. Quarterly nutritional information will be sent to all GDC employees via email, GDConnect (GDC app), and [Pinterest.com/gacorrections](https://www.pinterest.com/gacorrections) (GDC Pinterest page) by a licensed dietician.
  - d. Employees have the opportunity to share with the agency their weight-loss journey within a special section in Impact Magazine. In order to submit their story, staff are directed to contact the Public Affairs Office at 478-992-5247 or email [PAO@gdc.ga.gov](mailto:PAO@gdc.ga.gov).
3. Substance Abuse:
- a. Access to counseling for alcohol and/or substance abuse is available to all GDC employees through the Employee Assistance Program (EAP). Please see your local Human Resources Office for contact information or further information.

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## **B. Mental Health:**

1. **Staff Wellness Room:** Each facility is to designate a wellness room for staff. Facilities can decide what items to include in their wellness room for employees. Items can include weights, couches, tables, chairs, television, etc. Rooms are to be used on an employee's break and must be open to staff during all shifts.
2. **Employee Counseling Support:** Supervisors are to ensure employees are educated on and continuously have access to the agency's EAP. Supervisors are to ensure employees are aware of the different options available to them via EAP, which includes counseling on aging, anger, anxiety, depression, drug or alcohol concerns, family problems, grief, parenting, relationships, stress, transition and change, and workplace issues. In addition, items needed to help them handle their daily responsibilities to include childcare, parenting, eldercare, and convenience services (home repairs, travel, moving/relocation, education, etc.).
3. **Family Support:**
  - a. **Facility Family Days:** Facilities are to schedule and plan family events for all employees on a quarterly basis, away from the facility.
    - i. At family events, facilities will provide a family support group sign-up sheet for family members and will identify one family member to run the support group. Support groups will not be facilitated by GDC employees. Support groups will be facilitated by family members of GDC employees outside GDC.
  - b. **Regional Office Family Days:** Each regional office will schedule and plan a family day event for employees on a yearly basis, away from the office.
  - c. **Central Office Family Days:** Central Office will schedule and plan a family day event for employees on a yearly basis, away from the office.

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**C. Feminine Health:**

1. Feminine Hygiene Products/Lactation Stations:
  - a. Feminine Hygiene Products will be provided at all facilities statewide, Regional Offices and at Central Office to all female employees free of charge in all bathrooms.
  - b. Lactation Stations will be designated in all facilities statewide, Regional Offices and Central Office. Lactation Stations must be in a clean, private and comfortable room with a sink nearby for washing breast pump parts and must have a designated refrigerator for storage of milk. This area may not be a bathroom or an employee's office.

**D. Financial Health:**

1. Financial Advisement: GDC will offer employees financial counseling through a qualified vendor on statewide contract. GDC will schedule quarterly visits by financial advisors at Central Office, Regional Offices and/or will provide locations within local communities where employees can obtain financial advisement.
2. Retirement Advisement: GDC will offer employees retirement guidance through a qualified vendor on statewide contract. GDC will schedule quarterly visits at Central Office, Regional Offices and/or will provide locations within local communities where employees can obtain advisement on retirement plans.

**E. Environmental Health:**

1. Workplace Cleanliness: Facilities, Regional Offices and Central Office will develop a plan for all offices to include individual offices, cubicles, conference rooms and common areas to be deep cleaned every six months. All cleanings must be documented. Deep cleaning will include floor waxing, carpet shampooing, dusting, and checking the air filtration and inspections for mildew/mold. If an air filtration system needs cleaning or mold is present,

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facilities and Central Office must be address issue within one (1) month of discovery.

2. Clean Air Campaign: Facilities, Regional Offices and Central office will promote a smoke-free workplace and identify outside smoking stations which are at least 25 yards from entrances and exits.

**VI. Attachments:**

Attachment 1: Comprehensive Wellness Plan Details

**VI. Record Retention of Forms Relevant to this Policy:**

Attachment 1 shall be utilized per the SOP until revised or obsolete. Any other documentation pursuant to this policy, shall be retained for at least three (3) years.