

Policies and Procedures

Membership

A kpfit Fitness Center membership is open to all Kaiser Permanente employees who work in downtown Oakland. Membership dues are separated into 3 options:

- Onsite Fitness Center access only - \$0 a month*
- Virtual Fitness access only - \$18 a month
- Virtual and onsite Fitness Center access - \$18 a month*

Your Virtual Membership includes access to all virtual group fitness classes, weekly newsletters, quarterly challenges, and a complimentary assessment and workout plan created by an Exercise Specialist. Your Onsite Fitness Center access includes use of all onsite fitness equipment, personal training options, a complimentary wellness evaluation with an Exercise Specialist, and access to the shower/locker rooms. Reservation for onsite facility use is required, please reach out to michelle.x.espland@kp.org for more information. Participants will enroll online through the Flex membership platform and create a profile. Virtual membership dues will be automatically deducted monthly through the payment card information provided during the online enrollment process.

Membership dues billing via payment cards

Monthly dues are billed in advance on the date of enrollment. Dues will be deducted from the payment card provided, on the day of the month on which you joined. Please note: It is your responsibility to update your payment information. Failure to remit payment of membership fees may result in termination of your membership.

**On site kpfit Fitness Center membership dues are currently waived until further notice. A credit card number is required for all membership enrollments.*

Suspension

Participants may suspend their membership for a determined period of time.

Cancellation

If you wish to cancel your kpfit membership, please email michelle.x.espland@kp.org 5 days prior to your last day. kpfit membership dues are billed in advance on the day of the month on which you joined. Once the cancellation request is received, a confirmation will be sent, and a pending termination submitted for the day prior to your next monthly payment. There is no proration of dues.

Locker Rooms

- Lockers are for exercise session use only.
- Items left overnight will be removed and placed in lost and found.
- Members are responsible for their own possessions. kpfit and affiliates do not assume responsibility for lost, stolen, or damaged articles.
- Limit showers to 5 minutes.

- Keep the locker room tidy by placing waste in either the trash or recycling bins.
- Wipe down counter tops after use.
- The fitness center team retains the right to remove locks that have exceeded the allowable time for use.

Etiquette

- Refrain from using cell phones while in facility.
- Use weight collars at all times.
- See a team member for assistance with heavy lifts.
- Refrain from dropping or slamming weights.
- Return all fitness equipment to its proper storage area.
- Limit yourself to 30 minutes on all cardio equipment when others are waiting.
- Wipe down your equipment before AND after use, using the wipes provided. Cleaning wipes are available for members during their workouts. If you would like disinfectant wipes, please see a team member and we would be happy to provide.
- Report any damaged or inoperable equipment to kffit staff.
- This is a fragrance-free gym, locker room and group fitness studio. Please help us to accommodate our co-workers who are chemically sensitive to fragrances and other scented products. Thank you for not applying perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products. Please note that Kaiser Permanente has a strict code of conduct for providing a fragrance-free environment.

Food and Beverage

Food, chewing gum, and non-capped beverages are not allowed on the fitness center floor, in the group fitness studio, or in the locker rooms.

Dress code

- No bare stomachs.
- No jeans or street clothing.
- No open-toed shoes or heels.
- Appropriate workout clothing and athletic shoes are required at all times.
- If able, please wear a mask when you are entering and exiting the facility. If you are able to wear a mask during your workout, please do so*.

*kffit will adhere to Kaiser Permanente or local governance guidelines regarding mask use (whichever is stricter) within the facility.

Training of other members

- A member may not train another member for compensation.
- A member may not provide exercise prescriptions for another member within the center.
- A member may not bring in a guest or personal trainer which isn't employed with the kffit team.

Lost and Found

All valuables should be locked in a locker while members are exercising in the Fitness Center. Please report any lost or found items immediately to a team member. The Fitness Center is not responsible for lost or stolen articles.

Injuries

Any member who sustains an injury while exercising in the Fitness Center, no matter how minor, must notify a team member immediately. In addition, members who experience an injury or change in health status outside of the facility (i.e., muscle strain, joint problems, pregnancy, and heart problems) should inform a team member upon returning to the facility. Do not use the fitness center or locker rooms if you are not feeling well, or have a temperature.

Emergency Response System

The kffit team is trained in CPR and First Aid techniques and will respond to emergencies promptly. An automated external defibrillator (AED) is available for use in case of a cardiac emergency. In case of an emergency, please notify a kffit team member if available or dial 911.

Group Fitness

kffit offers a comprehensive Virtual Group Fitness class schedule including: Yoga, POP Pilates®, Zumba®, Core Strengthening, H.I.I.T., Boot Camp, and more! Classes are conveniently offered in the early morning, mid-day and in the late afternoon/early evening. For a current schedule, email or stop by kffit.

SMART Path Program

Each new member will have the opportunity for a complimentary wellness evaluation with one of our Exercise Specialists. With these sessions, we will tailor a program to meet your goals and interests and follow up to assess your success. Contact a kffit team member to schedule your appointment today.

Violations of Policies and Procedures

Violations of these Policies and Procedures may result in denial of access to the Fitness Center and corrective action up to and including membership termination.