Contents

Welcome ..................................................................................................................................................... 3
Membership Policies .................................................................................................................................. 4
Membership Rules ...................................................................................................................................... 5
Member Safety ........................................................................................................................................... 6
How to Join ................................................................................................................................................. 7
Using the Fitness Center ........................................................................................................................... 19
Fitness Center Incentives ......................................................................................................................... 21
Services..................................................................................................................................................... 22
Welcome

We are here to help give you tools to enhance your health through education, specialized instruction, and administration of a safe and encouraging wellness environment.

Our Fitness Centers Are:

- Self-directed facilities. That means all members assume full responsibility for using the center in a safe manner. You must sign a statement that releases BlueCross BlueShield of South Carolina from any liability.
- Offered as a privilege. Failure to follow all rules may result in the withdrawal of your privilege to participate. It can also lead to disciplinary action for more serious offenses.

Hours of Operation

All fitness centers are open 24 hours a day, seven days a week.

Fitness Center Information

Here are the email addresses for our fitness centers:

- Fitness.Ctr.Atrium@bcbssc.com
- Fitness.Ctr.GPC@bcbssc.com
- Fitness.Ctr.Percival@bcbssc.com
- Fitness.Ctr.Florence@bcbssc.com

BlueCross BlueShield of South Carolina is an independent licensee of the Blue Cross and Blue Shield Association.
Membership Policies

Thank you for your interest in our onsite fitness centers. There are facilities in Florence as well as three centers in Columbia. Columbia fitness centers are located in the Atrium, Palmetto GBA (GPC) and Percival buildings. Fitness center membership gives you access to any of these four facilities.

Who Can Join?

1. All BlueCross employees (full-time, part-time and retirees) as well as contract workers and temporary agency employees.
2. Spouses and domestic partners of employee and retiree fitness center members. Spouses and domestic partners of contract or temporary agency employees are not able to join.

Spouses and domestic partners are considered eligible to join if they are not considered a dependent of the employee and are listed as at least one of the following within the Benefits area of Human Resources:
   - Spouse or Domestic partner
   - Health plan subscriber associated with an employee fitness center member’s enrollment
   - Beneficiary
   - Emergency contact

Please email HR Support Center or call 800-288-2227, ext 46654 for more information about adding a spouse or domestic partner.

Cost

Employee: $8 per 24 pay periods. See the Fitness Center Incentive section for more information about reducing your membership fees.
Add Spouse/Domestic Partner: Additional $8 per 24 pay periods ($16 for both)

   Note: An employee must join for a spouse or domestic partner to be eligible.

Retirees/Contractors: Must pay in advance either biannually ($96) or annually ($192) by credit or debit card. We will prorate fees by month based on when a retiree or contractor joins throughout the year. Members who pay biannually and do not provide the second payment before June 30 will be subject to paying a $20 reactivation fee. Membership fees cannot be reimbursed under any circumstances.

Joining and Terminating Membership

You must complete a payment agreement, informed consent and health questionnaire before using the fitness centers. If your health questionnaire indicates a Physician’s Statement and Clearance Form is requested, please be sure to have your doctor include any recommendations and/or limitations as it applies. You can only terminate or make changes to your membership during the end of each calendar year during open enrollment. If you do not request termination during this period, you will automatically remain a member of the facility for another calendar year. For more information, see Corporate Policy 65016- Fitness Centers.
Membership Rules

Facility Basics
- Parking: Please remember that you are not a guest at BlueCross. No matter which facility you are using, you should not park in visitor parking.
- Dependents/children of any age are not allowed in the workout areas of the fitness centers at any time.
- Locker space is limited. Please empty lockers after each workout. Items left in lockers overnight are subject to removal by fitness center staff.
- Only drinks with tight fitting lids are allowed in the fitness centers. Food and gum are prohibited.
- Allowing non-fitness center members in the facility without notifying the fitness center coordinator is strictly prohibited.
- Members are required to log in at the check-in computer. Logging visits for anyone other than yourself is not allowed.
- Always use the sanitizing wipes to wipe down equipment after use.

Proper Dress
For your safety and the comfort of all members of the fitness center, please remember these rules when choosing your workout clothes:
- Bare no belly button, bare no breast, bare no buttocks.
- Only closed-toe non-marking sole shoes are allowed in strength areas.
- Non-marking sole athletic shoes must be worn in the cardio and stretching areas and group exercise rooms (unless otherwise specified).
- Avoid heavy and loose-fitting clothing.

Etiquette
- Return all equipment to its original location after use.
- Be mindful of your language and other noises while exercising; you may be louder than you think.
- Do not place weights or step on benches. This can damage the fabric over time.
- Do not drop or drag weights across the floor.
- Refrain from personal cell phone conversations while in the fitness center.
- Use headphones when listening to personal music devices.
- Be courteous to other members during high-volume times by quickly showering and changing in the designated changing areas.

Group Exercise
- Classes are available to all members. Sign-up is not required.
- Do not enter group exercise classes once they have been in session for five minutes.
- Please do not reserve spots in group exercise classes.
- Classes have limited availability. Participation is on a first-come, first-served basis.
- We encourage you to bring water in a spill-proof container and a sweat towel to each class.
- You can arrive early to discuss any special needs with the instructor.
Member Safety

In order to keep fitness center members safe while exercising, several safety measures are in place at each fitness center:
• All fitness center staff, group exercise instructors and personal trainers are certified in CPR.
• Each fitness center is equipped with an automated external defibrillator (AED), first aid kit, emergency phone and three emergency levers that alert local building Security of an incident (pictured at right). Please familiarize yourself with the location of these items as well as the posted emergency action plan. Please see a fitness center coordinator for more information.
• Signs and symptoms of a heart attack and stroke are posted throughout the center. It is important to know these signs and symptoms.
• Fitness centers located in buildings with 24-hour Security are inspected hourly outside of normal business hours.

Emergency Action Plan
• If an emergency occurs inside the fitness center or you encounter blood, notify a fitness center coordinator immediately.
• If a fitness center coordinator is not available, pull the nearest emergency lever (pictured at right) or contact building security using the closest fitness center phone and posted extension.
• If building security is not available, dial 9-911.

First Aid
• Wall-mounted first aid kits are in each fitness center and can be identified by their white cabinet with blue lettering.
• An AED (automated external defibrillator) can be found in each fitness center for use by trained individuals. AEDs are also available at the Security desk of each building.

Evacuations
• If an alarm sounds or you are instructed to leave the center, please exit in a timely manner.
• An evacuation plan is located in each fitness center. Please see a fitness center coordinator for more information.
• If there is an evacuation during work hours, you are responsible for checking in at your assigned area (see your floor warden for more details).
How to Join

The BlueCross BlueShield Wellness department is proud to offer its members cutting edge technology to enhance their wellness experiences. All fitness centers are connected through Brittingham Software Design, Inc. (BSDI) Motivation Alliance platform. Motivation Alliance is used to track member visits, fitness center incentive eligibility and offer online networking for members with similar health and fitness goals. You can use our state-of-the-art facilities, and log and track your progress through your personal Motivation Alliance home page. You can input metrics like weight, blood pressure, abdominal circumference and more. You can also track your progress and receive instant feedback on meeting your goals. There are a variety of health articles, activity challenges, social interaction opportunities and fitness announcements for you to enjoy. If you have any questions about the enrollment process, please email Fitness.Ctr.Enrollment@bcbssc.com.

Creating a Profile/Account

**Contractors, Temporary employees and Retirees:**

1. Email fitness.ctr.enrollment@bcbssc.com for assistance. Please include your ID number, first and last name, date of birth, email address and fitness center that you plan to visit most frequently (Atrium, GPC, Percival or Florence)

**Employees:**

1. Log into OurHRConnect and to go the Benefits worklet located on the Home page.

   2. Under Change, click Benefits.
3. Under Benefit Event Type, select Fitness Center.

4. Enter today’s date as the Benefit Event Date. Click Submit.
5. This screen will pop up next. Click open.

6. Choose “Elect” and then select Employee or Employee + Spouse. 
   *Note: You must have a spouse/domestic partner listed on OurHRConnect in order to add him/her to your fitness center membership.*

   Review your choices and click Continue.
7. Scroll through the screen and read the Legal Notice.

Check the box for I agree and then click Submit.
8. View the confirmation. Click “Done” when completed.

9. Check your Inbox for how to set up your fitness center account on the Alliance Wellness portal. 
   *Do not click Submit until you finish setting up your account in Alliance.
10. Log into Alliance and set up your fitness center account at https://hrwellness.motivation.cc using your employee ID as your username and the last six digits of your social security number as your password. If you are unable to login, contact fitness.ctr.enrollment@bcbssc.com for assistance.

11. Choose a new password. Your new password must have at least eight characters and contain an uppercase character, a lowercase character and a number or non-alpha character.

12. Create a Nickname. We suggest a fun and non-personal nickname. You can change it at any time.
13. Carefully read and agree to the online agreements to show you know the risks associated with exercise and the terms of membership billing. Choose “I agree.”
a. Agree to payroll deductions for membership dues. Please email Fitness.Ctr.Enrollment@bcbsccc.com for more information about adding a spouse/domestic partner.

b. Complete your short health questionnaire to help you identify possible risks associated with exercise.

The Physical Activity Readiness Questionnaire (PAR-Q) is a simple screening tool that helps you to decide whether you should consult with a doctor before becoming more active. For most people, starting a program of regular physical activity is fun, healthy, and quite safe. However, there are some people for whom the guidance of their doctor is important to ensure that the experience is safe and rewarding.
c. Because we care about your health, you may be asked to provide a signed physician’s release if your answers indicate that you are an elevated risk for injury or illness when exercising. **If a release is required, you may be contacted by a fitness center staff member.**

**To Get a Physician’s Release:**

- Call your doctor’s office and have them fax a note of release to us at 803-264-9189.
- Send it via interoffice mail or drop off one at your local fitness center.

(An optional [Physician’s Statement and Clearance Form](#) is available to download, if needed.)

---

d. Review the results of your questionnaire and click Continue.
13. Choose a picture, or upload one, that will represent you on the platform. You can change your photo in your profile at any time. Be sure to click Continue at the bottom of the page.
14. Enjoy Alliance and your fitness center membership! Your account is considered finalized once you are able to view the Home Page as shown below. Make sure to go back to your inbox on OurHRConnect and click “Submit” to complete the task. After you have finalized your account, you should have access to all onsite fitness centers within 1-2 business days. If this account is for a spouse/domestic partner of an employee member, you will be emailed instructions for picking up your badge to enter the facility.

15. We will send you an email with information about fitness center hours and important policies. If interested, you may set up a personalized orientation session with the Health and Fitness Coordinator.
Employees adding a Spouse/Domestic Partner:

In order to add a spouse or domestic partner to your fitness membership, they must be listed on your OurHRConnect profile as a spouse or domestic partner under emergency contacts or beneficiaries.

To add your spouse or domestic partner to your fitness membership, log in to your account at https://hrwellness.motivation.cc. Click on FAQs located under Documents on your home page.

Click the V to expand the box and follow the instructions.

Contact Fitness.Ctr.Enrollment@bcbssc.com with any questions about adding a Spouse/Domestic partner fitness center membership.
Using the Fitness Center

Before attempting to access the fitness center, ensure that you have received an email stating that you now have access on your badge. If you are a contingent worker or temporary employee, you will be granted fitness center access on your badge within one to two business days after your payment is received. If you do not have access on your badge or a badge is not available at Security after two business days, please contact fitness.ctr.enrollment@bcbsce.com.

Accessing the Fitness Center

Once you have a badge with fitness center access, use the badge to unlock the fitness center door during operating hours. Simply place your badge next to the badge reader and the door should unlock. Please do not try to tamper with the doors, or enter during non-operating times. It is against corporate policy to follow someone into a fitness center if your badge is not working or unavailable. If the doors do not unlock, please go to the building’s Security Station and have them contact the fitness center coordinator. Fitness centers are open 24 hours a day, seven days a week (including holidays). Note that Security may not be present in the building while you are exercising.

Logging Visits

You must check-in each time you enter the fitness center at the check-in counter. Please use the computer provided to type in your member ID.

Proper Check-In Steps

1. Enter projected minutes in the activity categories you plan on doing.
2. If you are participating in an event, click on the “Event” tab and then select the event in which you are participating.
3. Enter your Employee ID#.
4. Click “Check-In”.

This will help the Wellness department track your visits for incentives and gain valuable information on facility use. Employees: **You and your spouse/domestic partner cannot be eligible for any fitness center incentives if you do not log in your workout for each fitness center visit.** If you visit the center multiple times in one day, only one visit will count toward available incentives. Logging visits for a member other than yourself is prohibited.

If the Check-in Computer Is Down

Please follow the instructions shown at the fitness center check-in desk to document your visit.
Locker Rooms

Locker rooms have showers, soap/shampoo products, toilets, scales and storage lockers. Please do not leave anything in lockers overnight, and always use a lock to secure items while unattended. BlueCross and its Wellness department are not responsible for any lost or stolen items. Members are responsible for bringing their own towels and cleaning up after themselves before leaving the locker room area. Please relay any complaints with the locker room to the fitness center coordinator for resolution. Please be respectful of other members, especially during high volume times, by spending as little time as needed in the locker rooms.

Equipment Usage

Please help take care of the fitness center equipment by not doing anything that could potentially damage the equipment. Before using any equipment, familiarize yourself with its safety mechanisms and inspect the entire piece for any potential safety issues. Please use the sanitizing wipes located throughout the fitness center to wipe down equipment after use.

Each piece of strength equipment has an information plate that describes its operation. Please refer to these information plates before use.

For your safety and to protect the treadmill, please attach the lanyard on the safety stop pull cord to your clothing and straddle the treadmill while starting. Be sure to stabilize your core and use the side rails if needed. Please do not hold on to the top of the treadmill display screen during use as this could damage the equipment. The cardio and strength equipment can provide a great workout, but may be challenging to use because of the technology. Please do not hesitate to contact your fitness center coordinator for more information about properly using equipment.
Fitness Center Incentives

The more you visit, the less you pay! Click here for more information and to view the incentive cycles.

Your mind, body, and bank account will thank you for taking advantage of this incentive! If your spouse/domestic partner is a member, he or she can also earn a discounted membership by visiting consistently. Visit counts are per member, so an employee member’s visits cannot be counted toward his or her spouse’s/domestic partner’s total, and vice versa.

For example, if you enroll and exercise at a fitness center 10 times from January 7 through January 20, your membership dues would be free on your February 1 pay slip. If you attend 10 times and your spouse/domestic partner does not, only you would receive the free rate, and vice versa.

*Employees and Spouses/Domestic partners are eligible for the fitness center dues reduction incentive. Contractors, Contingent Workers, temporary agency employees and retirees members are not eligible.*

**Club 150, Club 200 and Club 250**

Log 150 visits during the calendar year and receive a free t-shirt designed by a fellow fitness center member! Log 200 visits during the calendar year and receive a prize! Log 250 visits during the calendar year and earn a spot on the Wall of Fame!

Check your Attendance Count by logging into https://hrwellness.motivation.cc.

*Employees, Spouses/Domestic partners and retirees are eligible for the Club 150 and Club 200 incentives: employees are eligible for the Club 250 incentive. Contractors, contingent workers and temporary agency employees are not eligible.*
Services

Group Exercise

Group exercise classes are offered free to fitness center members. Classes vary by location, but all locations have a variety of classes for different skill levels. All instructors have a group exercise certification and are CPR certified. The Wellness worklet on OurHRConnect gives directions on accessing the group exercise schedules or visit our online group exercise schedule and filter for your fitness center.

Fitness Curriculums

The fitness centers are proud to provide free educational courses on how to exercise effectively. Certified personal trainers or group exercise instructors present all curriculums. The courses are useful for beginning an exercise program or touching up on exercise knowledge. You can find information about fitness curriculums on your member home page in Motivation Alliance. Members can read more information on curriculums by visiting the calendar link on the top right of their Motivation Alliance page.

Other member benefits

We also offer these services throughout the year
- Personalized orientation to each facility and its equipment
- Discounted personal training
- Special training clinics
- Personalized assessments
- Health presentations

You can find descriptions for current services on your member home page on OurHRConnect by contacting your local Fitness Center Coordinator. Click here for contact information.