



## **UMaine Nursing WellNurse Room Usage Policy**

The purpose of creating the WellNurse Room Usage Policy is to establish steps, instructions and protocols for using the Nursing WellNurse Room so that everyone who uses the room can have an enjoyable experience. All users of the UMaine Nursing WellNurse Room are expected to be responsible, courteous, and safety conscious at all times. Violators of any of the guidelines set forth in this policy may be suspended from using the WellNurse Room as determined by the Director of the School of Nursing and the WellNurse Room Committee.

All School of Nursing students, faculty and staff have the right to be safe and secure while using the WellNurse Room.

The WellNurse Room is intended to give everyone in the School of Nursing a place to relax, recharge, and practice resilience skills.

### **Contact Person:**

Gwyn Esty-Kendall and Dyan Walsh

### **Hours of Operation:**

The doors at Dunn Hall lock each day at 8:00 PM. The WellNurse Room is open Monday - Friday 8:00 - 5:00. The schedule of activities will vary each day. Refer to the WellNurse room schedule for times when the room is reserved and times when it is open for quiet time or group activities.

### **Open Quiet Time:**

This is time for quiet mindfulness practice. This is a time that students, faculty, and staff can come and go as they please. You may go in and practice meditation, breathing, or use headphones for guided meditations. It is important to be respectful

of others using the space during this time and to do your best not to interrupt. Practicing mindfulness and meditation with others can be a very beneficial experience so communal use is encouraged, just be respectful when joining.

Tools such as sand gardens, coloring books, happy lights are available and may also be quietly used to practice mindfulness.

If you have questions, want clarification or to sign out a tool, please contact Gwyn.

### **Group Activities:**

Group activities (e.g. workshops, small yoga sessions, meetings, more formal practices, etc.) may or may not be quiet. These are scheduled times for group work. If you would like to reserve the space for a group activity, or you have an idea for an activity that Gwyn can lead (emotional intelligence and regulation, self awareness, procrastination, self-compassion, etc.) please reach out and we will do our best to accommodate.

### **Use of Facility:**

- Only School of Nursing students, faculty and staff are permitted to use the Wellness Room.
- Participation is at your own risk.
- Please remove your shoes before entering the room; socks preferred.
- The School of Nursing is not responsible for lost or stolen articles.
- If a student, staff or faculty member wants to reserve the Wellness Room for any reason they must contact Gwyn or Dyan
- Anyone who uses the Wellness Room is asked to leave the room in the same condition in which you found it. Please be respectful of others and pick up after yourself.
- The 'Room Occupied' sign should be placed on the outside of the door when the room is in use and you would prefer not to be disturbed. Please take this sign off and place it on the counter inside the room when you leave. Note: open times are open to everyone, if you prefer to have some alone time to practice, please limit this to 15 minutes so others can use the space.
- Upon entering the Wellness Room you consent to the policies outlined in the Room Usage Policy.

**Other things to consider:**

- The WellNurse room is a space for mindfulness and holistic practices and not a space for work or studying (unless you are studying mindfulness or holistic practices or skills). Sessions will be limited to 30 minutes or up to an hour, though some exclusions may occur with formal programming.
- Don't interrupt others when they're using the wellness room. Give them time to relax and recharge. During open times you can join respectfully and quietly if the occupied sign is not on the door.
- Socializing is not the goal of a wellness room. Let others use it in peace.
- Avoid use of cell phones or electronics in the space for non-meditative purposes.