Healthy Beverage
PARTNERSHIP

Healthy Beverage Partnership Policy Toolkit

BUILDING HEALTHY COMMUNITIES TOGETHER

Boulder County Public Health | City and County of Broomfield Public Health and Environment | Denver Public Health
Denver Environmental Health | Jefferson County Public Health | Tri-County Health Department

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October 24, 2016

Dear Colleague,

We are excited to share documents to support your healthy meeting and/or healthier vending policy adoption. By adopting healthy meeting and vending policies, your organization can help create an environment that supports employee and visitor efforts to eat well and be healthy.

This policy toolkit contains materials to help your organization adopt and successfully implement healthy policies, including:

- Model healthy meeting and healthier vending policy templates
- Policy implementation support materials
- Examples of policies adopted by Denver Metro organizations

These materials were developed by the Healthy Beverage Partnership (HBP), a regional effort to reduce obesity and chronic diseases in the Denver metropolitan area. The HBP is convened by Denver Public Health and is made up of six local public and environmental health departments including Boulder County Public Health, City and County of Broomfield Public Health and Environment, Denver Environmental Health, Denver Public Health, Jefferson County Public Health and Tri-County Health Department.

This program is sponsored by the Colorado Department of Public Health and Environment through the Cancer, Cardiovascular and Pulmonary Disease (CCPD) Grants Program.

For more information, please contact Maria Smith at maria.smith@dhha.org or 303-602-3672.

Regards,

Healthy Beverage Partnership Regional Steering Committee Members

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2016 Policy Toolkit

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[NAME OF ORGANIZATION] Healthy Meeting and Event Policy

Purpose

[NAME OF ORGANIZATION] is committed to supporting the health and wellbeing of our employees and the people we serve. The work environment can be a major factor in shaping lifestyle choices made by its staff and this policy aims to foster a culture of health and to support staff in making healthy food and beverage choices. This policy will serve to create a healthier work environment for staff and guests by ensuring the availability of healthy food and beverage choices at all internal meetings and community events sponsored by [NAME OF ORGANIZATION].

Scope

This policy applies to:

1. All employees of [NAME OF ORGANIZATION] and all persons completing work on behalf of [NAME OF ORGANIZATION] (e.g., contractors, students, interns, consultants)
2. All organization-sponsored functions where organization funds are used to purchase food and beverages (e.g., work meetings, celebrations, organization-sponsored parties/events, etc.)

Policy

Staff shall incorporate the following requirements whenever hosting any [NAME OF ORGANIZATION] meetings and events for which food and/or beverages will be purchased:

- Consider whether you need to provide food at the meeting. (For example, if the meeting is not during a meal-time or less than two hours, food may not be necessary. Consider offering tap water only.)
- Include at least one fruit or vegetable option.
- Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas) if available.
- Ask for salad dressings and condiments to be served on the side. If it is not possible, ask that salads be lightly dressed.
- Ensure that tap water is available and served from reusable pitchers.
- Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks). Sweeteners may be offered on the side.
- Provide a healthy option (e.g., fresh fruit) whenever you are providing desserts. If possible, cut traditional dessert servings in half.

Expansion Options for a Healthy Meeting Policy

Physical Activity:

- Include voluntary activity break for meetings that last more than one hour. Include meeting break on the meeting agenda.
- Consider a walking meeting when scheduling a meeting with three or less attendees.
- Avoid scheduling meetings over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.

Environmental Considerations:

- Eliminate bottled water, ensure tap water is available and served from reusable pitchers.
- Ban individual condiment packets; require vendors to use bulk condiments dispensed into compostable or recyclable portion cups.
- Provide reusable/recyclable/compostable plates/cups/silverware when possible.
- Recycle all cardboard, mixed paper, aluminum, glass, plastic and co-mingled containers. Provide signage at all bins so attendees know how to recycle. Co-locate recycling bins with all trash bins.
- Select food vendors or caterers with a commitment to sustainability.
- Provide meeting slides and handouts electronically rather than paper copies.
- Donate left over food instead of throwing it away.

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Healthy Meeting How-To Guide

Why a Healthy Meeting Policy?

- Support a culture of wellness for employees, partners, clients and guests.
- Ensure availability of healthy food and beverage choices and opportunities for movement at all meetings and events.
- Many diseases, including heart disease, type 2 diabetes, cancer and stroke, are largely affected by what people eat and how active they are.
- Best practices are already adopted by many city agencies and organizations.

Top Tips for Healthy Meetings & Events

- Offer at least one fruit or vegetable option when food is provided.
- Serve pitchers of ice water if possible (try to avoid bottled water). Infuse water with fruit, cucumbers, etc. to encourage consumption.
- Do not serve sugary drinks.
- Ensure a healthy option (e.g. fresh fruit) is available when dessert is offered. Cut traditional dessert serving sizes in half.
- Allow time for short movement breaks during meetings longer than one hour.
- Encourage attendees to bring their own dishes and utensils.
- Serve whole grain products whenever available.
- Serve salad dressing and condiments on the side.
- Select healthy proteins and at least one plant-based vegetarian option.
- Serve small portions.

Frequently Asked Questions

Q: Will healthy meetings be more expensive?
A: By focusing on ordering the appropriate amount of food to reduce waste and eliminating the purchase of sugar-sweetened beverages, the cost can be comparable.

Q: What drinks are considered “sugar-sweetened beverages”?
A: Sugar-sweetened beverages include: regular soda, pre-sweetened tea or coffee drinks, sweetened juice drinks (e.g. punch, lemonade), sports drinks, energy drinks, and flavored milk. Offering coffee or unsweetened tea with sugar packets is still acceptable.

Q: Does this mean we aren’t allowed to have doughnuts or treats in meetings anymore?
A: No, it just means that this can’t be the only option available. The idea of the policy is to make healthy choices readily available.

Q: What is a movement break? Why are they important?
A: Anything that gets people up and moving. Physical activity breaks can improve concentration and increase energy levels during a meeting. When it comes to activity – every little bit counts!

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Healthy Meeting Swappable Items

Common Choice:	*Healthier Choice:*
Breakfast	
Juice drinks, Juice	Water, Unsweetened Coffee, Unsweetened Tea
Fruits in heavy syrup	Fresh fruit
Regular, high-sugar yogurt	Low-fat yogurt with low sugar
Regular-sized, refined grain bagels	Small whole grain bagels – 3-1/2" or smaller
Croissants, doughnuts, sweet rolls, pastries	Small mini muffins, low-fat granola bars
Butter, full-fat cream cheese, stick margarine	Nut butter, low-fat cream cheese, or hummus
Sweetened cereals and refined grain cereals	Unsweetened whole grain cereals
Lunch & Dinner	
Salads with added dressing	Salads with lower-fat dressings on the side
Regular salad dressings	Lower-fat, lower sodium salad dressing
Soups made with cream or half and half	Soups made with vegetable puree or non-fat milk or vegetable based soups
Pasta salads made with mayonnaise	Whole grain pasta salads with light vinaigrette
Sandwiches on croissants or white bread	Sandwiches on whole grain breads
High-fat and fried meats, processed meats, poultry with skin, oil-packed or fried fish	Lean meats (poultry, fish, tofu, tempeh, legumes)
Cooked vegetables in cream sauce or butter	Roasted, sautéed, or grilled veggies with herbs
Bread basket with butter	Vegetable plate with hummus
Croissants or white rolls with butter	Whole grain bread or rolls with olive oil
Desserts with higher saturated fat (ice cream, cheesecake, pies, cream puffs, cake, pastries)	Fruit or desserts cut in half
Snacks	
Cookies	Cut up fruit
Chips	Cut up vegetables
Crackers made with refined grains	Whole grain crackers (5g fat or less/serving)
Potato chips	"Lite" popcorn (5g fat or less/serving)
Ice cream bars	Plain yogurt with berries
Candy	Whole grain granola bars (less than 10g sugar/bar)
Cupcakes, snack cakes	Fruit with yogurt dip
Chips and dip	Veggies with hummus, low-fat dressing, or salsa
Beverages	
Soda or fruit-flavored drinks	Water (plain or flavored, carbonated or not, with no sugar), coffee or tea, sparkling water, 100% fruit or vegetable juices
Whole, 2% milk, or half-and-half	Low-fat, non-fat, or non-diary milk (soy/almond)
Juice drinks	100% juice

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[NAME OF ORGANIZATION] Healthier Vending Policy

Purpose

[Name of Organization] has adopted a Healthier Vending Policy to support a culture of wellness for our employees, clients, students, and guests. There is substantial research indicating that the environments where we live, learn, work and play shape our ability to consume healthy food and beverages. Vending machines are often one component of these environments. By providing healthy foods and beverages through vending, [Name of Organization] will support positive lifestyles for employees and the people we serve.

Scope

This policy applies to all machines designed to dispense food and/or beverages located in any [Name of Organization] owned, leased, or operated space or facility.

Policy

These guidelines shall apply to the products offered by [Name of Organization] vending machines:

Beverages

- Water (plain, sparkling, flavored with no sweetener)
- Milk or unsweetened non-dairy beverages (nonfat, 1% or 2% less than 12 oz.)
- 100% juice or juice with only fruit/vegetable by-products (less than 8 oz.)
- Vegetable juice (with 230 mg of sodium or less per serving)
- Unsweetened tea or coffee
- Diet beverages
- Other beverages with less than or equal to 40 calories per 8 oz.

Food Items

- Fresh fruits and vegetables
- Nuts and seeds with no added sugar
- All other snacks that meet the following nutrition standards:
    - Less than or equal to 200 calories
    - Less than or equal to 10% of calories from saturated fat
    - Less than or equal to 230 milligrams of sodium
    - Less than or equal to 35% of calories from sugar
    - 0 grams of trans fat

Advertising/Promotion

- Vending machine “wraps” shall not promote unhealthy options.
- All healthy products properly labeled in a manner to indicate which choices are “healthy”.

Healthy Vending Best Practices for Implementation

It can be difficult for community residents to consume nutritious beverages and food when eating outside the home due to a lack of healthy options. Offering healthy food and beverages at your organization's vending machines helps residents make healthy choices for themselves and their families.

Make the healthy choice easy through pricing, marketing and education

- Work with your vendor(s) to price the healthiest beverages and foods at the lowest cost and price candy or junk food at the highest cost. Use the Healthy Beverage Partnership nutrition standards to differentiate between the two.
- Place the healthiest options at eye level for children.
- Use signage or labeling to identify which products are healthy.
- Limit advertising on vending machines to beverages and food that are healthy.
- Ensure vending machines post calories next to each item.
- Use education and marketing to promote the healthiest vending options.

Identify the right strategies to use to implement your healthy vending program

- Assess the environment. Determine where vending machines are located, what products are offered, and whether there are existing nutrition or vending policies. Find out what the current perceptions are around healthy eating among staff and other stakeholders.
- Select a recognized leader within the organization to champion the program.
- Engage with stakeholders such as administrators, staff, food and nutrition service providers, students, parents, and others in the planning process.
- Create an implementation plan with goals, strategies and a timeline.
- Pilot test the offerings to allow staff to identify healthy, tasty choices and adjust to new options.
- Conduct an annual review to evaluate and revise your vending guidelines, as needed.

This document has been adapted and modified from Public Health – Seattle & King County.

Why Offer Healthier Options?

The Business Case

Many state and local governments, hospitals, workplaces, and other institutions are moving toward offering healthier options through their cafeterias, concession stands, vending machines, meetings, conferences, events, and through their programs. Below are some reasons why your business could benefit from offering healthier options.

You Are Missing out on Customers

According to the Snack Food Association, customers want healthier options:

- 74% of consumers are trying to eat healthier
- 65% are eating specific foods to lose weight
- Sales growth of healthier snacks is outpacing traditional snack foods by 4 to 1

Be Ahead of the Curve

- Sixty-nine states and localities have policies to improve the nutritional quality of foods and beverages on some or all of their property.
- Over a thousand hospitals are implementing policies to improve the foods and beverages that they serve to patients and visitors.
- Many workplaces are asking for healthier options to support employee wellness.

Serving Healthier Options Is Good for Business

The Automatic Merchandising State of the Industry report, put out by the National Automated Merchandizers Association (NAMA), stated that there is an increasing demand for healthy vending, from both consumers and operators. "Vendors reported that healthy food attributed as much as a 25 percent upswing in sales."

When healthy cafeteria standards were implemented in the Hubert H. Humphrey U.S. Health and Human Services building, sales increased 34% in the first six months compared to the six months before implementation.

A three-month pilot program in the Missouri Department of Health and Senior Services demonstrated that with 50-60% of vending machines stocked with healthier options the vendor experienced a $670 increase in revenue compared to the same three-month period in the previous year.

Baldwin Park, California implemented healthier nutrition standards for 100% of foods and beverages sold in city vending machines. During the initial six months the city experienced a dip in sales, but after six months revenue returned to previous levels, and that is where it has remained for the past four years.

There Are Many Healthier, Delicious Options Available

In the past, some vendors worried about being able to find enough healthier options, but today there are many healthier options available. Check out these product lists for ideas of what to stock:

- Alliance for a Healthier Generation: http://bit.ly/1of7LNY
- National Alliance for Nutrition and Activity: http://bit.ly/1tk1H9l
- John Stalker Institute, A-List: http://bit.ly/1pcTS2L
- Fit Pick: http://bit.ly/1tk29UT

This resource was adapted from the Center for Science in the Public Interest

Financial Implications of Healthy Vending

Many vendors have found that revenue is unaffected by implementing healthy vending: and some vendors have experienced an increase in sales when they increased healthier options. The transition will go more smoothly when coupled with nutrition education, taste tests, promotions, and changes to pricing.

More and more people are interested in healthier snacks. According to a 2010 study by the Snack Food Association, about 74% of consumers are trying to eat healthier, with about 65% eating specific foods to lose weight. Sales of healthier snacks are outpacing traditional snack foods by 4 to 11 and contribute to increased sales growth and profits for food companies.[2]

Increasing Healthier Choices

In February 2012, the Chicago Parks District implemented 100% healthier products in all park vending machines. A recent study found that 88% of park-goers reacted positively to the healthier options; the leading complaint was that the options weren't healthy enough. Average monthly per-machine sales increased over 15 months ($84 to $371).[3]

Baldwin Park, California implemented nutrition standards for all foods and beverages sold in city vending machines. During the initial six months the city experienced a dip in sales, but after six months revenue returned to previous levels, and that is where it has remained for the past four years.[4]

Consumers might take a few months to get used to new products. One way to mitigate dips in sales is to educate consumers about the changes and offer taste tests to find out which healthier products work best in different facilities.

Healthy cafeteria standards were implemented in the Hubert H. Humphrey U.S. Health and Human Services building and sales increased 34% in the first six months compared to the six months before implementation. [5]

A three-month pilot program in the Missouri Department of Health and Senior Services demonstrated that with 50-60% of vending stocked with healthier options the vendor experienced a $670 increase in revenue compared to the same three month period in the previous year. By month, sales increased 5.9% in November, 16.4% in December, and 6.2% January.[6]

Placement strategies, like putting healthier drinks at eye level instead of in the bottom of a vending machine, support healthier choices when the vending machine is not stocked with 100% healthier products.

Implementing a healthy beverage policy, St. Elizabeth's Hospital, in Boston, Massachusetts, experienced a 30% increase in healthy beverage sales, and overall sales increased compared to the previous year.[7]

Rady Children's Hospital, in San Diego, California, increased the number of healthier beverage choices available in cafeterias and vending machines, conducted an education campaign, and implemented placement strategies to make the healthier options more prominent. Over four months, revenue has remained stable, healthier drink purchases have increased 40%, and healthiest drink purchases have increased 64%.[8]

This resource was adapted from the Center for Science in the Public Interest

A healthy vending pilot was conducted in three Delaware state agency buildings from October 2011 through April 2012. During the pilot, healthy selections were increased to 75% of food or beverage selections. The healthy vending pilot successfully shifted purchasing away from unhealthy beverages as compared to 2011 sales. In one location, sales of unhealthy beverages dropped from 75% of the units sold to 38%, while the overall units sold during those months increased.[9]

Iowa Department of Public Health used a social marketing approach to develop and test messages to motivate consumers to make healthier choices from vending machines. In pilot sites in office settings, there was a 10% shift in sales to healthier choices when messages were placed at the point of purchase in comparison to control machines (both sites had the same mix of products). In manufacturing settings, there also was a positive shift toward healthier product choice, but to a lesser extent than in office settings (5.7%).[10]

The Centers for Disease Control and Prevention and U.S. Department of Agriculture examined 17 schools and districts across the country that implemented nutrition standards for the foods and beverages sold through vending machines, a la carte, snack bars, and school stores. After a period of adjustment, most schools and districts found that revenue increased (71% of schools) or stayed the same (24% of schools).[11]

Competitive Pricing

The University of Minnesota added healthier options to vending machines in 12 worksites. They implemented price reductions for healthier items of 10%, 25%, and 50%, and saw sales increase by 9%, 39%, and 93%, respectively. Average profits per machine were not affected by the changes.[12]

Consumers might take a few months to get used to new products. One way to mitigate dips in sales is to educate consumers about the changes and offer taste tests to find out which healthier products work best in different facilities.

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9 Reasons to Offer Healthier Food and Beverage Options in Public Places and Programs

1) **Ensure access to healthier options and help to create more supportive food environments** for government employees, visitors to public property, participants in government-sponsored programs, and people in government institutional environments.

2) **Support employees' ability to eat healthfully**. Studies show a strong relationship between the workplace environment and the health behaviors of employees.

3) **Increase demand for healthier options**. State and local jurisdictions are large purchasers of food. Directing their food dollars towards healthful options drives demand for healthier products and spurs companies to reformulate their products.

4) **Reduce health care costs.** Offering healthier options in public places could decrease the economic burden of obesity and diet-related chronic diseases, which cost $190 billion a year—half of which is paid by taxpayers through Medicaid and Medicare.

In addition to the millions of Americans that visit public property daily and participate in government-sponsored programs, 17 million people work for state and local governments.

"Providing exclusively healthier options in vending machines is not only a responsible business practice, but a lucrative one."
Sean Kelly, CEO & Co-Founder of HUMAN Healthy Vending

5) **Increase American competitiveness.** American competitiveness is reduced when diet-related diseases reduce worker productivity.

6) **Model and reinforce other nutrition and obesity prevention efforts by state and local governments.** Most state and many local governments implement obesity and chronic disease prevention programs. Those programs are undermined and contradicted by selling unhealthy foods on public property or serving them through government-sponsored programs.

7) **Give people what they want**. People want healthier options and generally are trying to eat healthier. A study of healthy vending in Chicago parks showed that 88% of visitors were satisfied with the healthier vending options. A Snack Food Association survey revealed that three-fourths of consumers are trying to eat healthier and two-thirds are eating specific foods to lose weight.

8) **Reduce obesity and diet-related chronic diseases.** Obesity and poor nutrition are contributing to high rates of heart disease, diabetes, and other diet-related chronic diseases, which diminish Americans' quality of life. Diet-related diseases are leading causes of disabilities. For example, nationally, 12,000 to 24,000 people with diabetes become blind each year.

9) **Join the Movement.** States from Tennessee to California and localities from Hernando, MS to New York City have implemented policies to improve the food and beverage offerings on public property and through their programs. These policies are being implemented in a variety of venues, from vending in health department facilities to all food provided in parks and recreation department facilities to all government property and programs. This is a low-cost strategy to address nutrition and obesity. All states and localities across the country should adopt policies for healthier food choices on public property.

This resource was adapted from the Center for Science in the Public Interest

ADMINISTRATIVE POLICY 41
Healthy Meetings

DATE: March 20, 2015

EFFECTIVE DATE: March 20, 2015

REVISION STATUS: New Policy

SCOPE: This policy applies to all meetings and events where Boulder County Public Health (BCPH) employees, interns, and volunteers (i.e. "staff" or "employees") will be using Boulder County Public Health funding to provide food and beverages to staff, clients, guests, and the public. This policy does not apply to individual client meetings that are held outside of Boulder County offices.

PURPOSE: The purpose of this policy is to foster a culture of health at BCPH to help support staff in making healthy food and beverage choices. The work environment can be a major factor in shaping lifestyle choices made by its staff. This policy will help to create a healthier environment for BCPH staff and guests by ensuring the availability of healthy food and beverage choices at all BCPH meetings and events.

Individuals are faced with food, beverage, and physical activity choices each and every day, both at home and at work; this includes while they are attending meetings and events. Ultimately, it is up to them to choose the type and amount of food and beverages they consume and how physically active they care to be. By assuring the availability of healthy food and beverage options whenever food and/or beverages are provided at BCPH meetings and events, staff will be helping to promote good health and nutrition and support healthy lifestyles of their coworkers, clients, guests, and the community.

BCPH recognizes that:

- People are generally interested in choosing healthier foods and being physically active.
- Heart disease, cancer, and stroke – three of the top five causes of premature death – are largely affected by what people eat and how active they are, which can be influenced by supportive policies in the workplace.
- Foods like vegetables, fruits, whole grains, lower-fat dairy products, leaner meats, and meat alternatives are better choices for supporting good health and preventing many diseases.
- Sugar-sweetened beverages are the largest source for added sugars in the American diet.
- The Centers for Disease Control and Prevention lists healthy food access in the workplace as a key intervention of successful evidence-based workplace health promotion programs.
- In the United States, employees spend an average of 5.5 hours per week in meetings.

POLICY:

Whenever any BCPH funds (including grants and contracts funding) will be used to purchase food and/or beverages for any BCPH meetings and events, staff must incorporate the following requirements:

- Include at least one serving of fruits or vegetables.
- Serve whole grain products whenever possible.

- Serve all salad dressings and condiments on the side whenever possible. If it is not possible, ask that salads be lightly dressed.
- Ensure that tap water is available.
- Provide a healthy option (e.g. fresh fruit) whenever you are providing desserts. Sugary desserts can be provided, as long as healthy options are also offered. If possible, cut the sugary dessert servings in half.
- Do NOT purchase any sugar-sweetened drinks. This includes sodas, energy drinks, sport drinks, juices less than 100% fruit juice, and sweetened tea/coffee drinks.
- Choose zero waste options (see "Reference Materials" below).
- It is recommended that staff consider potential dietary restrictions (e.g. vegetarian, vegan, and gluten intolerant) of the meeting participants. Whenever possible, poll the participants in advance of the meeting so you can accommodate their special dietary preferences.

RESPONSIBILITIES:

BCPH SUPERVISORS:

1. Ensure that your staff complies with the provisions of this policy when purchasing and serving food and/or beverages for BCPH meetings and events.
2. Ensure that your staff is aware of and complies with Boulder County's zero waste requirements, as outlined in Boulder County Policy XIII.5, *Zero Waste & Healthy Menu Meetings and Events*. Staff should also know where to access the County's zero waste resources, which include a healthy caterers list (see "Reference Materials" below).

BCPH STAFF:

1. Provide healthy food and beverage choices at all BCPH-funded meetings and events in accordance with the provisions of this policy.
2. Comply with Boulder County's zero waste requirements for all BCPH meetings and events.

REFERENCE MATERIAL:

Boulder County Policy XIII.5, *Zero Waste & Healthy Menu Meetings and Events*
Boulder County Zero Waste & Healthy Caterers List
U.S. Department of Agriculture, www.ChooseMyPlate.gov
CDC Worksite Health ScoreCard Manual (Assessment Tool)

HEALTH AND HUMAN SERVICES
100 Spader Way • Broomfield, CO 80020 • 720.887.2200 • www.Broomfield.org/HHS

Broomfield Public Health and Environment
Healthy Meeting and Event Policy

Purpose

Broomfield Public Health and Environment (BPHE) is committed to supporting the health and wellbeing of our employees and the people we serve. The work environment can be a major factor in shaping lifestyle choices made by its staff and this policy aims to foster a culture of health and to support staff in making healthy food and beverage choices. This policy will serve to create a healthier work environment for staff and guests by ensuring the availability of healthy food and beverage choices at all internal meetings and community events sponsored by BPHE.

Scope

This policy applies to:

1. All employees of BPHE and all persons completing work on behalf of BPHE (e.g., contractors, students, interns, consultants)
2. All organization-sponsored functions where organization funds are used to purchase food and beverages (e.g., work meetings, celebrations, organization-sponsored parties/events, etc.)

Policy

Staff shall incorporate the following requirements whenever hosting any BPHE meetings and events for which food and/or beverages will be purchased:

- Consider whether you need to provide food at the meeting. (For example, if the meeting is not during a meal-time or less than two hours, food may not be necessary. Consider offering tap water only.)
- Include at least one fruit or vegetable option.
- Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas) if available.
- Ask for salad dressings and condiments to be served on the side. If it is not possible, ask that salads be lightly dressed.
- Ensure that tap water is available and served from reusable pitchers.
- Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks). Sweeteners may be offered on the side.
- Provide a healthy option (e.g., fresh fruit) whenever you are providing desserts. If possible, cut traditional dessert servings in half.

Approved by: _____
Jason Vahling, Director

Date: _____

City and County of Denver

Department of Environmental Health

Healthy and Sustainable Meeting and Event Policy

Purpose:

The City and County of Denver's Department of Environmental Health (DEH) is committed to supporting the health and wellbeing of our employees, the people we serve and a sustainable environment. Research indicates that the environments where we live, learn, work and play shapes our ability to consume healthy food and beverages. Work environments can help support a healthy lifestyle and environmentally sustainable choices. This Healthy and Sustainable Meeting and Event Policy supports a culture of health and sustainability for DEH employees, clients, students and guests.

Scope:

This policy will serve to create a healthier and more sustainable work environment for DEH staff and guests by ensuring the availability of healthy food and beverage choices and the use of sustainable practices at all internal meetings and community events sponsored by DEH. This policy applies to:

1. All DEH employees and persons completing work on behalf of the agency (e.g., contractors, students, interns, consultants)
2. All functions where organization funds are used to purchase food and beverages (e.g., work meetings, celebrations, organization-sponsored parties/events, etc.)

Policy:

Consider whether food is needed at the meeting. For example, if the meeting is not during a mealtime or less than two hours, food may not be necessary. Consider only offering tap water.

If food is needed, carefully consider quantities purchased to reduce food waste. Staff shall incorporate the following requirements whenever hosting any DEH meetings and events for which food and/or beverages will be purchased.

Health Criteria

- Include at least one fruit or vegetable option.
- Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas) if available. The words "whole grain" or "whole wheat" will be the first item on the ingredient list.
- Ask for salad dressings and other types of condiments to be served on the side.
- Provide fresh fruit as a dessert option. If possible, cut traditional dessert servings in half.

Approved: July 1, 2016

- Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks).
- Sweeteners may be offered on the side. ☐Only offer tap water. **Sustainable Criteria**

- Eliminate bottled water.* Ensure tap water is available and served from reusable pitchers. *(Available for check-out in the Community Health Division)*
- Ban individual condiment packets; require vendors to use bulk condiments dispensed into compostable or recyclable portion cups.*
- Provide reusable or recyclable/compostable plates/cups/silverware when possible*
- Recycle all cardboard, mixed paper, aluminum, glass, plastic and co-mingled containers. Provide signage at all bins so attendees know how to recycle. Co-locate recycling bins with all trash bins. *
- Select food vendors or caterers with a commitment to sustainability* (see list of caterers with sustainable practices)
- Provide meeting slides and handouts electronically rather than paper copies*
- Donate left over food instead of throwing it away.

* **Certifiably Green Denver criteria** Approved: July 1, 2016

Origination:	*02/2016*
Last Approved:	*02/2016*
Last Revised:	*02/2016*
Next Review:	*02/2017*
Owner:	*Kaitlin Wasik, Health Promotion*
Policy Area:	*Employee Health*

HEALTHY MEETING POLICY

PURPOSE

To support a culture of health and wellness for Denver Public Health (DPH) employees, partners, clients and guests.

The physical and social environments of the workplace can have a strong impact on the health behaviors of employees. This policy will help to create a healthier environment for employees and guests at DPH by ensuring availability of healthy food and beverage choices and opportunities for movement at all DPH meetings and events. As DPH strives to promote health for all Denver citizens, the adoption of a Healthy Meeting Policy provides an example for prioritizing health.

DPH recognizes that:

- Many diseases, including heart disease, type 2 diabetes, cancer and stroke, are largely affected by what people eat and how active they are, which can be influenced by supportive policies in the workplace.
- Foods like vegetables, fruits, whole grains, low-fat dairy products, leaner meats and meat alternatives are better choices for supporting good health and preventing many diseases.
- Sugar-sweetened beverages, including soda, sweetened juice drinks, sweetened coffee and tea drinks, and other drinks with added sugar, are the largest source for added sugars in the American diet.
- Research has found that drinking 1-2 sodas per day increases risk of type 2 diabetes by 26%. Sugar-sweetened beverages are also linked to heart disease, increased risk of heart attack, metabolic syndrome, and fatty liver disease.
- The Centers for Disease Control and Prevention lists healthy food access in the workplace as a key intervention of successful evidence-based workplace health promotion programs.

POLICY

The following requirements must be incorporated:

- Whenever DPH funds (including grants and contracts funding) are used to purchase food and/or beverages for meetings, trainings, and events.
- At meetings held off-site if DPH is funding the food and/or beverages provided.

Although recommended for all gatherings, the following requirements DO NOT apply to potlucks, parties, or events where DPH staff are using personal funds to provide food or beverages.

Beverages:

- Ensure water is available. Provide pitchers of tap water when possible; avoid bottled water unless necessary.
- Do not purchase any sugar-sweetened beverages. This includes soda, energy drinks, sports drinks, juices less than 100% juice, and pre-sweetened tea/coffee drinks.

- The following beverages are still acceptable: diet soda, 100% juice, unsweetened tea, black coffee (sugar packets and creamer are still permitted), plain milk, other diet/zero calorie beverages, sparkling water, water flavored with fresh fruit.

Food:

- Offer at least one fruit or vegetable option.
- Provide a healthy option (e.g. fresh fruit) whenever you are providing desserts.

Movement:

- Provide a voluntary movement break for attendees during meetings that last more than one hour. Include the break on the meeting agenda or discuss at the beginning of the meeting.
- Remind meeting attendees that they are free to stand at any point during the meeting.

Additional Recommendations:*

- Serve whole grain products whenever possible.
- Serve all salad dressings and condiments on the side whenever possible. If it is not possible, ask that salads be lightly dressed.
- If offering sugary desserts, cut servings in half or provide small serving sizes.
- Consider dietary needs and restrictions when choosing food (e.g. vegetarian, allergies)
- Consider a walking meeting when scheduling a meeting with three or less attendees.

**These items are not required; these are additional strategies that can further support healthy practices.*

RESPONSIBILITY

Any DPH staff member responsible for purchasing food and/or beverages for a meeting, training or event funded by DPH will ensure that the above guidelines are followed.

Any DPH staff member responsible for planning/hosting a meeting, training or event with food and/or beverages provided will ensure that water is available for attendees.

ATTACHMENTS

Additional materials for implementation support: (all available on DPH SharePoint Site)

A. Healthy Meeting Policy Huddle Sheet
B. List of healthy snack and beverage suggestions
C. Healthy catering options
D. Resources for adding movement into meetings
E. Talking points and resources for communicating policy to partners
F. Additional healthy practices

REFERENCES

A. Center for Science in the Public Interest. http://cspinet.org/nutritionpolicy/healthy-meeting.html
B. Malik VS, Popkin BM, Bray GA, Despres JP, Willett WC, Hu FB. Sugar-sweetened beverages and risk of metabolic syndrome and type 2 diabetes: a meta-analysis. Diabetes Care. 2010;33(11):2477-2483. http://care.diabetesjournals.org/content/33/11/2477.short
C. Nseir W, Nassar V, Assy N. Soft drinks consumption and nonalcoholic fatty liver disease. World J Gastroenterol. 2010;16(21):2579-2588. http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2880768/
D. The Nutrition Source. Harvard School of Public Health. http://www.hsph.harvard.edu/nutritionsource/healthy-drinks/soft-drinks-and-disease/

Committee Approving	**Date Approved**
Core Leadership Committee	2/19/16

JEFFERSON COUNTY PUBLIC HEALTH Originator: Health Promotion & Lifestyle Management Division *Applies to:* *All JCPH Workforce Members*	**TITLE:** Healthy Meeting Policy
SUBJECT: Guidelines for ensuring healthy options are available during JCPH meetings	**ADOPTION / REVISION DATES:** **EFFECTIVE DATE:**

PURPOSE

Jefferson County Public Health (JCPH) is committed to promoting and protecting the health of Jefferson County, Colorado residents across the lifespan through prevention, education and partnerships. Research indicates that the environments where we live, learn, work and play shapes our ability to consume healthy food and beverages. Work environments can help support a healthy lifestyle and environmentally sustainable choices.

SCOPE

All JCPH workforce members are required to follow this policy and procedure. This policy applies to:

- On-site or off-site meetings, trainings, and events where JCPH funds (including grants) are used to purchase food and/or beverages. (See JCPH's Purchasing Policy for purchasing guidelines)
- On-site or off-site functions hosted or led by JCPH where food is donated or sponsored.

Policy Exceptions:

Although the outlined beverage and food guidelines are recommended for all gatherings, the beverage and food guidelines do not apply to potlucks, parties, or events where JCPH workforce members are using personal funds to provide beverages or food.

DEFINITIONS

A. Workforce member: An employee, resident contractor, volunteer, intern, or other person whose conduct, in the performance of work, is under the direct control of JCPH.

B. "Fab Five": The five key components of this policy which include making water available, not purchasing sugary drinks, adding fruit and vegetable options, incorporating stretch breaks, and reducing waste.

POLICY

It is the policy of JCPH to create a healthier work environment for workforce members and provide an example to guests and partners by ensuring the availability of healthy food and beverage choices, physical activity, and reducing waste at JCPH meetings. Any JCPH workforce member responsible for leading a meeting or purchasing food and/or beverages for a meeting, training or event funded by JCPH will ensure that the "Fab Five" guidelines are followed (see Procedure). If food and beverages are not purchased with JCPH funds, workforce members will still ensure that water is available, stretch breaks are included, and steps to reduce waste are taken.

When implementing the policy, workforce members can reference these additional support materials:

- *Healthy Meeting Policy "Fab Five" FAQ Sheet*
- *Swappable Items Handout listing healthy menu options*
- *Toolkit: including sustainable catering vendors that meet county approval for licensing and food safety, dietary menu needs, potluck sign-up sheets, stretch break ideas, "green meeting" checklist*

PROCEDURE

JCPH workforce members will follow the **"Fab Five" guidelines** outlined below to adhere to this policy.

BEVERAGE

1. **Serve Water at Meetings**
   - Consider whether you need to provide food at the meeting. If the meeting falls in between meal times or is less than two hours, food may not be necessary. Consider offering tap water only.
   - Ensure that tap water is available, either from reusable pitchers or JCPH water filling stations.
2. **Do Not Purchase Sugary Drinks With JCPH Funds**
   - Sugary drinks include sodas, energy and sports drinks, juices less than 100% fruit juice, flavored milks, sweetened tea/coffee drinks, or other drinks with added sugar. Sweeteners may be offered on the side.
   - Great healthy beverage choices include water, water infused with fresh fruit, sparkling water, unsweetened tea, black coffee (sugar packets, creamer on the side), unflavored milk, 100% juice 4-6 oz.

FOOD

3. **Always Have A Fruit Or Vegetable Choice When Food Is Served**
   - Provide a healthy option (e.g., fresh fruit) when you provide desserts. If possible, cut dessert servings in half.

STRETCH BREAKS

4. **Take A Stretch Break If The Meeting Goes Longer Than An Hour**
   - Provide a short, voluntary activity break for meetings that last more than one hour, include break on the agenda and encourage attendees to stand as needed.

REDUCING WASTE

5. **Follow Green Meeting Suggestions To Reduce Waste**
   - Use techniques to reduce paper at meetings (e.g. print double-sided, provide slides electronically).
   - Choose reusable or recyclable products when possible in accordance with the JCPH Purchasing Policy
   - Encourage staff to bring reusable water bottles, avoid buying plastic water bottles.
   - Serve meals "buffet style" to limit individual packaging.

Additional Recommendations and Strategies to Further Support Healthy Practices:

- Serve whole grain products whenever possible.

- Serve all salad dressings and condiments on the side, or ask that they be lightly dressed.
- Consider skipping chips and desserts and replace them with items from the swappable list.
- Ask about attendees' dietary needs when choosing food (e.g., vegetarian, allergies).
- Consider a walking meeting when scheduling a meeting with three or less attendees.
- Co-locate recycling bins with trash bins, if not already in place at meeting site.

REFERENCES

- In the United States, employees spend an average of 5.5 hours per week in meetings.[i]
- The Centers for Disease Control and Prevention lists healthy food access in the workplace as a key intervention of successful evidence-based workplace health promotion programs.[ii]
- Heart disease, cancer, and stroke – three of the top five causes of premature death – are largely affected by what people eat and how active they are, which can be influenced by supportive policies in the workplace.[iii]
- Sugary beverages are the largest source for added sugars in the American diet.[iv]
- In the U.S. we consume half a billion bottles of water each week, requiring more than 17 million barrels of oil per year to produce. [v]

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[i] Microsoft Office Personal Productivity Challenge (PPC) published 2005 by Microsoft
[ii] Centers for Disease Control: Using the Workplace to Improve the Nation's Health At A Glance 2015
[iii] Center for Science in the Public Interest. http://cspinet.org/nutritionpolicy/healthy-meeting.html
[iv] 2015 – 2020 Dietary Guidelines for Americans. 8th Edition. December 2015. http://health.gov/dietaryguidelines/2015/guidelines/
[v] Ecocycle Guide 2015 http://www.ecocycle.org/files/pdfs/EcoCycleGuide/Eco-Cycle-Guide-2015_WEB.pdf

1.0	**Purpose**	To support a culture of wellness for our employees, clients, and guests, Tri-County Health Department (TCHD) has adopted a Healthy Meeting Policy. There is substantial research indicating that our immediate environment shapes our ability to eat healthfully and stay active. By providing opportunities to be active during the workday and including healthy food and beverage choices whenever food and/or beverages are provided at TCHD functions, staff will be helping to support healthy lifestyles for their coworkers, clients, guests, and the community. With the work our employees are doing with external partners, it's important that we set a good example in our own workplace and practices.
2.0	**Scope**	This policy applies to all meetings and events where food and beverages are provided to TCHD employees, interns, clients, guests, volunteers and the public. Physical activity and environmental considerations are integral pieces of the policy as well. A Healthy Meetings Toolkit has been developed to aid staff in implementation of this policy. (A) This policy is applicable across all divisions within TCHD and applies to all staff.
3.0	**Policy**	*Food and Beverages*: When TCHD funds (including general funds, grants, contracts funding, and Sunshine) are used to purchase food and/or beverages for meetings, trainings, and events, staff must incorporate the following: 1. Consider whether you need to provide food at the meeting. 2. Ensure that tap water is available; avoid bottled water unless necessary. 3. Do not purchase any sugar-sweetened drinks. This includes sodas, energy drinks, sport drinks, juices less than 100% fruit juice, lemonade, and sweetened tea/coffee drinks. 4. Include at least one fruit or vegetable option. 5. Serve whole grain products whenever possible. 6. Serve salad dressings and condiments on the side whenever possible. If it is not possible, ask that salads be lightly dressed. 7. Provide a healthy option (e.g. fresh fruit) whenever you are providing desserts. If possible, cut traditional dessert servings in half. *Physical Activity*: 1. Provide a voluntary activity break for meetings that last more than one hour. Include the activity break on the meeting agenda. 2. Consider a walking meeting when scheduling a meeting with three or less attendees. 3. Avoid scheduling meetings over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.

		Environmental Considerations: 1. Consider whether or not the goals of the meeting can be achieved with a teleconference format. 2. Reduce the amount of paper at meetings by emailing handouts to attendees prior to the meeting and limiting printed handouts. 3. Encourage attendees to bring their own utensils and flatware to meetings when food will be provided.
4.0	**Procedure(s)**	The success of this policy will depend on the courtesy and the cooperation of staff. Signage posted in each office will clearly convey the policy to the public (such as, "we are a healthy workplace" signs posted in conference rooms). Everyone is responsible for following and helping to enforce the policy. Issues or noncompliance should be brought to the attention of management.
5.0	**Miscellaneous**	N/A
6.0	**Definitions**	N/A
7.0	**Forms, Supporting Documents, & References**	2-NUT-001a – Healthy Meetings Toolkit 2-NUT-001b – Healthy Meeting Policy FAQs 2-NUT-001c - Healthy Meeting Checklist
8.0	**Policy Authors**	Matt Jackson and Leanne Ray
9.0	**Revision History**	

Revision	Approval Date	Effective Date	Document Number	Reason for Revision
0	3/1/16	4/4/2016		New Issue.
1				

This section will track the original effective date and a few brief facts.

10.0	**Policy Support, Contact, and Approvers**	Division Director — Division or multi-Division policies HR Division Director — All Staff Policies - only Deputy Director — All Staff Policies - only Executive Director — All Staff Policies - only

12.0	Approvers			
Approver #1		**Jill Bonczynski** Director, Nutrition	**Date**	
Approver #2		**Nancy Allen** Director, Office of Human Resources	**Date**	
Approver #3		**Tom Butts** Deputy Director	**Date**	
Approver #4		**John M. Douglas, Jr., MD** Executive Director	**Date**	