

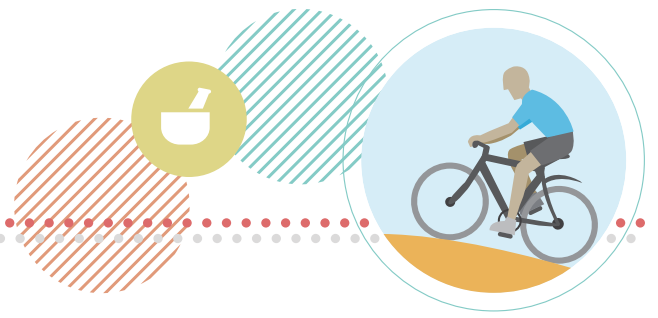


HEALTHY CAMPUS TOOLKIT

**THE TOBACCO PREVENTION
and CONTROL BRANCH**
Alabama Department of Public Health
ADPH.ORG/tobacco

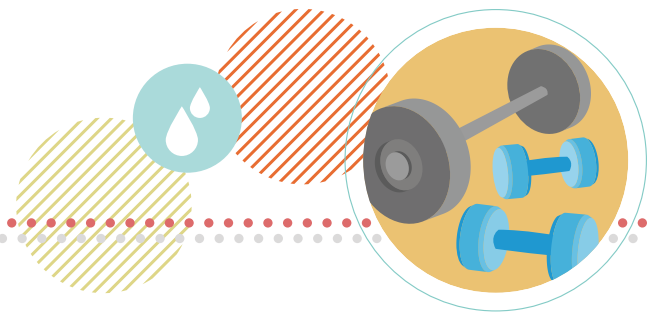
**NUTRITION and PHYSICAL
ACTIVITY DIVISION**
Alabama Department of Public Health
ADPH.ORG/nutrition

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The Alabama Department of Public Health Healthy Campus Toolkit



HEALTHY CAMPUS TOOLKIT

It is the goal of the Alabama Department of Public Health (ADPH) to provide services in a place where healthy choices are easy and consistent with overall wellness goals through a staff who embrace and promote healthy lifestyles. Specifically, food offered through the vending machines will represent good choices, tobacco will not be used on health department grounds, and meetings sponsored by the health department will reflect healthy habits.

THE PURPOSE OF THE HEALTHY CAMPUS TOOLKIT

This guidance will assist each health department facility in promoting healthy behaviors. While the health department's goal is to provide the best health practices to the consumer, the work environment should reinforce these behaviors. The staff and the facility are both viewed as role models. If the environment of the health department and staff do not reflect health as a priority, a conflicting message is sent to the community.

At the same time, the health department is a worksite and should assist employees in making healthy choices as their normal way of life. Research has demonstrated that a healthy work environment in health care settings leads to improved patient outcomes and increased nursing/staff satisfaction. In contrast, unhealthy work environments have been linked with medical errors, ineffective delivery of care, conflict, and stress among health professionals. Therefore, ADPH worksites will promote a healthy lifestyle whenever possible.

SECTIONS OF THE TOOLKIT

To implement the guidance found in the tool kit, it is recommended that each facility develop a wellness committee. Information on forming a wellness committee to assist in implementing, maintaining, and completing follow up is discussed in Section 1.

The guidance information for the wellness committee to address is explained in three separate sections as indicated below. Each section contains specific goals with detailed implementation steps.

- The Alabama Healthy Vending Machine Program
- Tobacco Free Campus Guidelines
- Healthy Meeting Guidelines

Section 1

Forming a Wellness Committee



OVERVIEW

A wellness committee is a team who meets and plans activities to promote good health for themselves and for their fellow workers. This committee will help shape the behavior changes needed for a culture change. Members will represent employees, including, but not limited to, health care providers, administration, and support staff. Contract staff and clients may also be included. A chair should be appointed to keep the committee organized and on task; however, the chair is not responsible for all activities. The Nutrition and Physical Activity Division may provide support. Meetings of the committee will be brief. Immediate supervisor support for the time and work dedicated to the wellness committee is needed.

This committee will:

- Serve as the leader/champion for wellness activities in their worksite.
- Advocate for worksite policies and environments that support improved health and wellness.
- Create and maintain open lines of communication between the wellness committee and employees.
- Promote participation in both individual and group activities.
- Coordinate the monitoring and evaluation of the wellness activities/programs offered to employees.

ADDITIONAL RESOURCES

For more detailed information on wellness committees, go to:

- 1) CDC Healthier Worksite Initiative - <http://www.cdc.gov/nccdphp/dnpao/hwi/> addresses workforce health promotion, a topic that is receiving a lot of attention in workplaces today. Well-constructed and well-run programs can reduce costs to the employer and improve employee health and morale.
- 2) Alabama's Strategic Alliance for Health - <http://www.adph.org/strategicalliance/> has materials that support creating healthier communities through sustainable, evidence, and practice-based community health promotion and chronic disease prevention initiatives.
- 3) National Wellness Institute - <http://www.nationalwellness.org/> provides health promotion and wellness professionals unparalleled resources and services that fuel professional and personal growth.

Section 2

Alabama Healthy Vending Machine Program



OVERVIEW

Although vending machines are convenient for employees to grab a snack during the work day, many are filled with low nutrient, high calorie food and beverages. Positive environmental changes can be made by replacing unhealthy options with more nutritious and healthful foods to support healthy behavior. The ADPH is committed to providing employees and visitors with healthy options in vending machines to assist in leading a healthier lifestyle.

GUIDANCE

All vending machines located on property owned, leased, or occupied by the Alabama health department system will provide healthy choices for foods and beverages, while still allowing for free choice.

MACHINE CONTENTS

Foods

A minimum of 25 percent and up to 100 percent of food in each vending machine shall meet the following criteria per individual serving:

- Ten percent (10 percent) or less of the Daily Value (DV) of total fat
- Ten percent (10 percent) or less of the Daily Value (DV) of total carbohydrates
- Five percent (5 percent) or more of the Daily Value (DV) of at least one: fiber, Vitamin A, Vitamin C, calcium, or iron
- 360 mg or less of Sodium

Note: Products containing nuts and seeds will be exempt from the above fat guidelines. Products containing dried or dehydrated fruit will be exempt from the above carbohydrate/sugar guidelines. Products containing both dried fruit and nuts/seeds will be exempt from both the carbohydrate and fat guidelines. Snack mixes and other foods of which nuts are a part must meet the above carbohydrate guidelines.

Beverages

A minimum of 25 percent and up to 100 percent of beverages in each vending machine shall be:

- Pure water, which is preferred. Non-carbonated flavored and vitamin enhanced water without artificial sweeteners are permitted.
- 100 percent fruit/vegetable juice with no added sweeteners
- Diet soda

IMPLEMENTATION

The following suggestions for implementing a healthy vending machine promote uniformity throughout all vending machines throughout ADPH. Although the suggestions listed below are highly recommended, they are not mandatory.

“Guidelines for Successful Healthy Vending Machines in Alabama” are posted on <http://www.adph.org/NUTRITION/> under Vending Machines and includes the approved vending machine snack list and the implementation strategies listed below.

PROMOTION

Promoting the importance of healthy work environments is key to a successful Alabama Healthy Vending Machine. Publicizing the availability of healthy vending items to employees is critical for success. A suggested survey for the wellness committee, described in Section 1, to use with staff is at http://www.adph.org/NUTRITION under Vending Machines.

The Good Choice symbol is an easy way to identify healthy snacks in vending machines. Good Choice promotion materials emphasize making healthy choices at work. They include posters, table tents, brochures, and stickers. Use materials in vending areas to raise awareness of the healthy items in the machines.

Tips for using the promotion materials:

- ✓ Posters - hang on billboards near vending machines
- ✓ Table Tents - set out on break room tables near vending machines
- ✓ Stickers - affix small stickers inside the machine to the left of the price for items on the approved snack list; larger stickers can be used on the outside of the machine (only vendors or their designee will be authorized to place stickers inside or on machines)
- ✓ Machine Topper - place a machine topper on the top of the machine(s) when possible

Articles or e-mail messages on making healthy vending choices are beneficial to publicize the need for the Alabama Healthy Vending Machine Guidance in the workplace. Healthy messages can be used in newsletters, websites, or e-mail to engage employees. The Good Choice logo can also be used in articles.

For access to all Good Choice materials, including article templates, the logo, and a Power Point presentation, please visit www.adph.org/NUTRITION and click on Vending Machines.

Programs for staff, such as Lunch n’ Learns or Chew n’ Chats, are a great way for the wellness committee to share information with employees. These programs provide the perfect opportunity to discuss making healthy choices at home and at work with an emphasis on vending machine selections. Vendors may participate and provide samples of some of the healthy items which staff can taste. Once healthy snacks are known to taste good, the changes are better accepted.

PLACEMENT

Proper placement of the healthy vending machine items will assist employees in identifying the healthy choices, making it easier to purchase a healthy item. It is strongly suggested that a member of the wellness committee, or his/her designee, work closely with the vendors.

- Foods from the approved healthy vending list should be grouped together and placed in the center rows or in the far left rows of the machines.
- To ensure that a variety of healthy items are available on a routine basis, vendors should maintain a supply of items in the machines at all times.

PRICING

The cost of healthy items can be a strong determinant for employees when choosing from a vending machine at work. Additionally, the cost of healthy items can positively or negatively impact vending machine purchases. It is extremely important to work with the vendor to decide pricing.

It is suggested that the price of the healthy item be set using a median between the cost of the healthy item and the cost of the regular version of a similar item.

It is also suggested that the price of the healthy item not be set higher than the regular version of a similar item. If possible, the price of the healthy item should be lower than the regular version of a similar item or the price of the similar item should be slightly higher than the healthier version.

IMPLEMENTATION OUTLINE

Phase I (2 months)

- Discuss project with stakeholders and gain project approval.
- Form volunteer Healthy Vending Machine Committee from interested employees. This may be the wellness committee or a subcommittee.

Phase II (2 months)

- Meet with vendors to discuss which Good Choice approved snacks to stock and to negotiate food placement in the machines.
- Educate on criteria for Good Choice items. Prepare employees for the transition through Lunch n' Learns, taste tests, and promotional materials. Consider inviting vendors to taste tests to reinforce the selections preferred by the employees.
- Place Good Choice stickers on appropriate slots in machines while machines are being stocked by the vendors.

Phase III (as needed)

- Ensure that snacks labeled a Good Choice comply with the 10-10-5 rules and that those snacks are being rotated and restocked regularly.
- Continually evaluate progress and success of the project to determine if improvements need to be made.

APPROVED SNACK LIST

The approved snack list contains common snacks that are easily available to vendors in Alabama and meet the Alabama Healthy Vending Machine criteria for nutrition. The approved snack list is continually revised as new products are developed, tested, and approved. For a current snack list, visit www.adph.org/NUTRITION and click on Vending Machines.

HEALTHY VENDING RESOURCES

To learn more about healthy vending machine policies and worksite wellness programs, the following resources are available:

- A vending machine guidance specific to the Alabama Healthy Vending Machine guidance available

from the ADPH, Nutrition and Physical Activity Division. Go to www.adph.org/NUTRITION and click on Vending Machines.

- LEAN Works, A Workplace Obesity Prevention Program and Healthier Worksite Initiative available from the Centers for Disease Control and Prevention. Go to www.cdc.gov/leanworks.
- Fit Pick - a healthy vending program. Available from the National Automatic Merchandising Association (NAMA). Go to www.FitPick.org.
- Snackwise - a nutrition rating system. Available from the Nationwide Children's Hospital. Go to www.snackwise.org.
- Vending Machine Guidance - a vending machine guidance to help begin the process of adopting healthy vending machine guidance and assess, strategize, and implement a healthier way of eating in your organization. Available from the Bay Area Nutrition and Physical Activity Collaborative. Go to www.banpac.org.

Section 3

Tobacco Free Campus Guidelines



OVERVIEW

Recognizing all tobacco products are harmful to health, this guidance expands the pre-existing smoke-free policy to prohibit the use of all tobacco products on property owned by or under full control of the Alabama Department of Public Health (ADPH). This guidance, intended to promote employee health and contribute to a healthier workforce, is the latest demonstration of ADPH's commitment to protecting people's health and safety by making its own worksite a place where healthful choices are easy choices.

The Tobacco Free Campus Guidance will eliminate exposure to harmful secondhand smoke; lower maintenance costs; and encourage employees, vendors, and consumers to stop tobacco use. (Free tobacco cessation assistance is available through 1-800 Quit Now or alabamaquitnow.com.)

GUIDANCE

ADPH is committed to providing a safe and healthy environment for its employees, clients, vendors, contractors, and visitors. Research findings show that tobacco use and secondhand smoke exposure constitute a significant but avoidable health hazard. Therefore, ADPH became tobacco-free effective October 1, 2012.

- The use of tobacco products and e-cigarettes inside campus buildings, at all campus outdoor areas, to include parking lots, inside state/county vehicles, and inside private vehicles parked on campus property is prohibited.
- Employees are expected to refrain from using tobacco products while representing ADPH off premises.
- Any employee violations of this guidance will be handled through standard disciplinary procedures.
- Employees may politely inform clients/vendors/contractors/visitors that tobacco use is not allowed on premises. However, if the tobacco user refuses either to extinguish his/her cigarette, cigar, pipe (or other tobacco product) or to leave the premises, employees should report violations of this guidance to administration to assist in escorting the tobacco user from the premises.
- Ensuring compliance to this guidance is the shared responsibility of all employees.
- Each employee, as a public health worker, must take an active role in promoting tobacco cessation and clean indoor air.
- ADPH is committed to supporting all employees who wish to stop using tobacco products. Please contact the state cessation coordinator at (334) 206-5300 for information on available programs.

IMPLEMENTATION

There are no mandatory steps required prior to establishing a tobacco-free campus; however, there are a few simple procedures that the wellness committee may want to consider to make the transition easier for staff and clients.

The area tobacco control coordinator will assist in this process and keep the wellness committee advised of the progress.

Below is a brief summary of steps other county health departments have taken to implement a tobacco-free campus.

- Conduct a survey of both staff and patients. (See Tobacco Attachment 1 for a sample survey.) No set number of responses is required, and typically a week is a satisfactory amount of time to collect the surveys. The results of these surveys may be used as background material for future presentations.
- Provide monthly updates on tobacco-free implementation progress at staff meetings. This serves as a reminder that a change is coming and to start preparing. Having Quitline information available and sharing tips on how to speak to noncompliant patients/visitors who use tobacco on the property can also facilitate a successful transition to a tobacco-free campus. (See Tobacco Attachment 2 and 3 for samples of reminder statements and Quitline materials.)
- Include the tobacco-free campus guidance in the new hire packets and have existing employees sign that they have read and understand the guidance.
- Post signage at entrances to the campus and the building(s) to inform visitors, staff, and vendors that the campus is tobacco-free.
- Refer to the “Tobacco-Free Workplace Tool Kit” for additional information. (<http://www.cdc.gov/nccdphp/dnpaoihwi/guidances/tobacco/index.htm>)

TOBACCO USE TREATMENT

Tobacco-free campuses can encourage staff and visitors to stop using tobacco. Free, effective assistance to help quit using tobacco is available through the Alabama Tobacco Quitline. The Alabama Tobacco Quitline Program includes the 1-800 Quit Now telephonic system and the www.alabamaitnow.com online system. Both programs provide cessation counseling, and up to four weeks of the nicotine replacement therapy patch, if the tobacco user is enrolled in counseling and is medically eligible.

Quitline information materials are available for distribution in the health department. Please call the resource center coordinator at (334) 206-5950. Samples are found in Tobacco Attachment 3.

TOBACCO ATTACHMENT #1

Sample Survey of Employee Opinion and Level of Support Regarding a Tobacco-Free Campus Initiative

The county health department is conducting a survey to understand employee opinions about a tobacco-free campus guidance. A tobacco-free campus would prohibit the use of all tobacco products (cigarettes, cigars, snuff, and chew) on the entire campus of the health department, inside and out. Please take a few minutes to complete this anonymous survey. We deeply value your opinion.

Directions: Please circle your answer.

1. Gender:
 - a. Male
 - b. Female

2. Tobacco Status:
 - a. Have NEVER been a tobacco user
 - b. Former tobacco user
 - c. Tobacco user

3. Which of the following tobacco products do you currently use?
 - a. Cigarettes, cigars, pipes
 - b. Smokeless tobacco (i.e. chewing tobacco, dip, snuff)
 - c. Other: Please specify _____
 - d. None

4. Are you aware that cessation materials are available through ADPH's Alabama Tobacco Quitline?
 - a. Yes
 - b. No

5. What other cessation support would you need, if we implemented a tobacco free campus?
 - a. Counseling
 - b. Nicotine replacement therapy
 - c. Other: Please specify _____
 - d. None

6. Do you FAVOR or OPPOSE a tobacco free campus at the health department?
 - a. FAVOR
 - b. OPPOSE

Please return completed survey to office manager's mailbox.

TOBACCO ATTACHMENT #2

Sample Reminder Statements

Most people willingly comply with a tobacco free campus if they know the guidelines are in place. Therefore, the best way to prevent violations is to publicize the change often and through a variety of ways.

Some violations will undoubtedly occur. When they do, those who use tobacco on campus need to be reminded of the guidelines clearly, gently, and tactfully. Violators are usually unaware of the guidelines and are happy to refrain from tobacco use once they are reminded.

It is everyone's responsibility to tactfully intervene when violations occur. Below are some sample statements to use when tobacco use is occurring on campus and an individual needs to be reminded of the guidelines:

- "Excuse me. You're probably not aware that our campus now is a 100 percent tobacco-free campus - this means no tobacco use anywhere on campus, at anytime, by anyone. We ask that everyone comply. Thanks."
- "I'm sorry, but I need to ask you to comply with our 100 percent tobacco-free campus by putting out your cigarette. The aim is to protect clients, staff, and visitors from secondhand smoke. Thank you for your cooperation."
- "Excuse me. You may not be aware, but we are a 100 percent tobacco free campus. We ask that everyone – including staff, clients, and visitors - refrain from using tobacco products until they leave the campus. Thanks."
- "Excuse me. You may not be aware of this, but our campus recently enacted a campus-wide 100 percent tobacco-free guidelines. This means no tobacco use anywhere on campus, by anyone, at any time. This change is designed to ensure a healthy environment for everyone. Thanks."

"Courtesy Cards" like the sample below are available by contacting the Tobacco resource center coordinator at (334) 206-5950.

WE ARE TOBACCO FREE

The Health Department is a tobacco-free campus. Tobacco use is not permitted on the property, including buildings, vehicles, and parking

TOBACCO ATTACHMENT #3

Quitline Information Materials

Please call the resource center coordinator at (334) 206-5950 to order.

Poster 1:

CALL IT QUITTS.

Free call.
Free online site.
Free counseling.
Free nicotine patches.
(if medically eligible and in cessation counseling)

Alabama Tobacco Quitline • Alabama Department of Public Health • 1.800.784.8669 • alabamaquitnow.com

Pamphlet 2:

I QUIT... I QUIT... I QUIT!

The Alabama Tobacco Quitline is a FREE telephone and online counseling service for any Alabamian who is ready to quit tobacco. If you, a friend, or family member, are ready to stop using tobacco, the Tobacco Quitline staff is available to help. Information, referrals and counseling are confidential, and counseling sessions are designed on a schedule that is convenient for you.

WHAT HAPPENS WHEN YOU CALL THE QUITLINE or REGISTER ON THE QUITNOW WEBSITE?

When you call the Quitline or visit our Web site to register for counseling, the first thing we do is gather information to help us customize your quit plan.

After the initial intake by one of our interventionists, you will be contacted by your counselor at the Quitline. The counselor will work with you to get started on your personal quit plan. **Quitting tobacco is never easy**, but with help you are twice as likely to quit tobacco for good!

- **FREE COUNSELING** - Our counselors have Master's Degrees
- **FREE PERSONALIZED QUIT PLAN** - Customized just for you
- **FREE SUPPORT FROM OTHER QUITTERS** - Use our message boards to get help from other quitters

Visit us online at alabamaquitnow.com
or call **1.800.QUITNOW (1.800.784.8669)**

FREE PATCHES TO HELP YOU QUIT!
(if medically eligible and in cessation counseling)

WHAT DOES "MEDICALLY ELIGIBLE" MEAN?
If you are taking certain medications, your doctor will be asked to approve the patches for your use. You will be asked several questions about your health when you register. Call us or register online for more information. We want to help you quit!

Quitline telephone services are available in Spanish and translation services are available for other languages.

TOBACCO ATTACHMENT #4

Additional Resources

Cessation information - www.alabamaquitnow.com

Statewide Tobacco Control Coalition - The Coalition for a Tobacco Free Alabama - www.tobaccofreealabama.org

ADPH Tobacco Control Program - www.adph.org/tobacco

General tobacco facts and data - www.tobaccofreekids.com; www.no-smoke.org

CDC's Tobacco Free Campus Tool Kit - <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm>

University of Kentucky's Tobacco Free Campus - <http://www.uky.edu/TobaccoFree/>

Tobacco Free Workplace Tool – <http://www.cdc.gov/nccdphp/dnpcoihwi/toolkits/tobacco/index.htm>

Section 4

Healthy Meetings Guidelines



OVERVIEW

The ADPH has a responsibility to promote healthy lifestyles. That responsibility carries over to the influence employees have when hosting or sponsoring a meeting. If the meeting only offers foods with no nutritional value, lasts all day with no physical activity breaks, and allows smoking, the unspoken message sent is healthy lifestyles are not important. Conversely, if the meeting is designed to promote health, the participants know their health is valued. The booklet, “Meeting, Eating, and Wellness: Your Guide for Providing Healthy Meetings,” is designed to help host healthy meetings.

All public health employees should be good role models. By implementing principles from this guide, employees will set an example, which will encourage others to choose healthy options.

GUIDANCE

Meetings, conferences, and other functions sponsored by ADPH will provide healthy options to participants. Principles from the booklet, “Meeting, Eating, and Wellness: Your Guide for Providing Healthy Meetings,” will be used in planning functions.

IMPLEMENTATION

Hosting Healthy Meetings

The following information was excerpted from the “Meeting, Eating, and Physical Activity Guide for Providing Healthy Meetings” which is available at <http://www.adph.org/NUTRITION>

MEETING, EATING, AND PHYSICAL ACTIVITY

PURPOSE

The booklet provides options to consider and select when planning a meeting, conference, or other function sponsored by ADPH. Meeting sites, facilities, and locations throughout the state will influence the choices available.

BACKGROUND & OVERVIEW

Alabama citizens have many health concerns that are related to lifestyle choices. Some choices can be associated with living in the South. For example having beverages, snacks, and meals at meetings may be considered Southern hospitality, but these can include healthy options. By using this guide, meetings will promote healthy choices, helping to make a healthier Alabama.

IMPORTANCE RELATED TO DISEASE

Alabama has an obesity epidemic and obesity is related to more than 30 diseases and illnesses, such as diabetes, heart disease, and some cancers. In order to stay healthy and reduce risks of diseases, a well balanced diet and physical activity are needed.

BE A GOOD ROLE MODEL

Be a good role model and set an example. If others see health department employees eating healthy choices and being physically active, then they will be encouraged to try.

MEETING ENVIRONMENT

The environment in which meetings are offered provides unspoken information on the priorities of the organization. To promote total health, the meeting space should be considered carefully. Consider the following points:

PROTECTING OUR HEALTH

- A smoke free environment is provided. Smoking leads to many adverse health effects, and as a facilitator of healthy habits, a meeting held by the Alabama Department of Public Health should not be held in a smoking environment.
- Stress breaks are offered as needed.
- The room temperature is properly adjusted.
- Noise levels are controlled. Talk with facility staff to ensure kitchen and adjacent meeting noise will not be a problem.

PROTECTING OUR EARTH

- Recycling bins are located in the facility.
- Paperless options are used when possible. Send information packet and agenda via e-mail, provide handouts on removable drives, or provide internet access to meeting materials.
- Water pitchers are used instead of bottles, if possible.
- Re-usable plates, cups, and flatware are used rather than paper or plastic.
- Hotels are environmentally friendly hotels. Does the hotel allow the customer to choose if sheets and towels are washed daily?

FOOD GUIDELINES

Use the following guidelines to help determine what food to offer for meals.

Fruits and Vegetables

- Choose a variety of fresh fruits and vegetables.
- Buy local to support the community, reduce costs, and pollution.
- Offer a variety of colors at meals and snacks.
- Fruit can be fresh, dried, canned, or frozen.

Did you know that each fruit and vegetable has a unique nutrient make up and that it takes many types and colors to get all of the antioxidants, vitamins, and minerals needed?

Low-fat Dairy Products

- Choose different low fat products with different flavors.
- Offer 1 percent or skim milk, low fat or fat free yogurt, low-fat (part skim) cheeses.
- Substitute regular cheese with part-skim in dishes such as pizza and lasagna.

Did you know that low fat and fat free milk contains the same amount of calcium as their higher fat counterpart and low fat dairy may help in weight loss?

Whole Grains and Whole Wheat

- Replace white, processed grain products with whole wheat, whole grain, or multi-grain.
- Offer whole wheat, whole grain, multi-grain breads, wraps, pasta, mini muffins, mini bagels, English muffins, and brown rice.

Did you know that eating whole wheat may help to reduce the risk heart disease, cancer, and diabetes as well as lower triglycerides, improve insulin control, and aid in weight management?

Lean Proteins

- Cut down the amount of calories, total fat, and saturated fats by switching to lean cuts of meat and removing the skin.
- Offer chicken, turkey, fish, legumes, nuts, and lean cuts of beef and pork.
- Provide baked, broiled, or grilled selections.

Did you know that frying can triple the calories in that product?

“Lite” Desserts

- Reduce empty calorie choices by serving naturally sweet foods.
- Offer light desserts, such as fruit cups with low fat dip or low fat whipped topping, angel food cake with fresh fruit, low fat frozen yogurt, or sorbet.

Did you know that one piece of cheesecake can supply 500 calories and 40g of fat?

Calorie Free or No Added Sugar Beverages

- Reduce hidden calories; drinks with added sugar are loaded with calories.
- Offer water, sugar free flavored water, sugar free colas and iced tea, 100 percent juice, and low fat or fat free milk.
- Offer sugar substitutes with coffee and tea.

Did you know that one 20 ounce cola can add 250 calories, about 1/3 of the total calories needed for an average person's lunch?

General Guidelines

- Serve mostly lower calorie and lower fat foods.
- Serve fruits and vegetables whenever possible.
- Use portion control.
- Serve foods cooked in heart healthy ways: baked, broiled, grilled, steamed, or poached.
- Include a vegetarian option at every meal.
- Serve low fat or fat free milk, 100 percent fruit or vegetable juice, water, or calorie-free beverages.
- Limit high fat, high sugar, low fiber items.
- Include space on the registration forms to indicate food allergies or dietary restrictions.

Breaks and Snacks

Use the following guidelines to help determine what food to offer for breaks and snacks.

When asked, “Is a snack really necessary at each break?” the answer is no. Consider offering only one snack

per day. Other breaks can be used for a physical activity or stretching, with water or low calorie beverages offered. When snacks are offered consider using the 10-10-5 guidelines* with the following selections:

- Air popped popcorn
- Whole grain, low fat crackers
- Pita chips with hummus
- Lightly or unsalted pretzels
- Baked or reduced fat chips or tortilla chips served with low fat bean dip or salsa
- Whole grain, low fat granola bars
- Fresh vegetable trays
- Fresh fruit trays with low fat or fat free yogurt dip
- Trail mix made with nuts, dried fruit, and whole grain cereals
- Cheese and cracker trays made with low fat cheese and whole grain crackers
- Low fat yogurt parfaits made with granola
- Water in pitchers, bottled water, sugar free flavored water
- Diet colas
- Coffee (regular and decaf) with low fat milk and sugar substitutes
- Unsweetened ice or hot tea
- 100 percent fruit and vegetable juice
- Low fat or fat free milk

**The 10-10-5 Guideline-Each snack serving should provide 10 percent or less of the daily value for total carbohydrates, 10 percent or less of the daily value for total fats, and 5 percent or more of the daily value of one of the following: fiber, vitamin A, vitamin C, thiamin, riboflavin, niacin, calcium, or iron. Aim for 360 milligrams or less of sodium per serving. An exception is when choosing snacks that contain dried fruit, nuts, or seeds. These snacks may be higher in fat and carbohydrates.*

FOOD SAFETY

Whether health department staff or a foodservice business provides the food, it is important that food safety measures are taken. The meeting site should follow USDA regulations. According to the Food Safety and Inspection Service (FSIS) of the USDA, in every step of food preparation, the four **Fight BAC!**TM guidelines should be followed to keep food safe:

1. CLEAN surfaces and wash hands often.

- Frequent cleaning can prevent the rapid spread of bacteria throughout the kitchen. Bacteria can spread to hands, cutting boards, knives, and countertops.
- Wash your hands with warm water and soap for 20 seconds before and after handling food.
- Wash cutting boards, dishes, utensils, and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- When cleaning with cloth towels, wash them often in the hot cycle of your washing machine.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.
- Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.

2. SEPARATE, Don't Cross Contaminate.

- Cross-contamination spreads bacteria. Keep raw meat, poultry, seafood, and their juices away from ready-to-eat foods.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry, and seafood.
- Separate raw meat, poultry, seafood, and eggs from other foods in your grocery shopping cart, grocery bags, and in your refrigerator.
- Never place cooked food on a plate that previously held raw meat, poultry, seafood, or eggs.

3. COOK to proper temperatures.

- Use a food thermometer to measure the internal temperature of cooked foods.
- Make sure that meat, poultry, egg dishes, casseroles, and other foods are cooked to the internal temperature shown in the chart.
- Cook ground meat or ground poultry until it reaches a safe internal temperature. Color is not a reliable indicator of doneness.
- Cook eggs until the yolk and white are firm. Only use recipes in which eggs are cooked or heated thoroughly.
- Bring sauces, soups, and gravy to a boil when reheating.

4. CHILL by refrigerating promptly.

- Bacteria spreads fastest at temperatures between 40 °F and 140 °F, so chilling food properly is one of the most effective ways to reduce the risk of food borne illness.
- Chill leftovers and takeout foods within 2 hours.
- Keep the refrigerator at 40°F or below and use a thermometer to check the temperature.
- Never defrost food at room temperature. Food must be kept at a safe temperature during thawing.
- There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave. Food thawed in cold water or in the microwave should be cooked immediately.

Temperature Chart		
Ground Meat & Meat Mixtures Beef, Pork, Veal, Lamb 160°F Turkey, Chicken 165°F	Fresh Beef, Veal, Lamb Medium Rare 145°F Medium 160°F Well Done 170°F	Poultry Chicken & Turkey, Whole 165°F Poultry Parts 165°F Duck & Goose 165°F Stuffing (cooked alone or in bird) 165°F
Fresh Pork Medium 160°F Well Done 170°F	Ham Fresh (raw) 160°F Pre-cooked (to reheat) 140°F	Eggs & Egg Dishes Eggs Cook until yolk & white are firm Egg Dishes 160°F
Seafood Fin Fish 145°F or flesh is opaque & separates easily with fork. Shrimp, Lobster & Crabs - Flesh pearly & opaque Clams, Oysters & Mussels - Shell opens during cooking. Scallops - Milky white or opaque & firm		Leftovers & Casseroles 165°F

PHYSICAL ACTIVITY

The American College of Sports Medicine and the American Heart Association recommend:

- Moderate intensity* cardio exercises 30 minutes a day, five days a week.
- Vigorous intensity* cardio exercises 20-25 minutes a day, three days a week.
- Eight to 10 strength-training exercises, 8 to 12 repetitions of each exercise, twice a week.

It is not always easy to find the time to exercise. The good news is, a gym is not required, but determination is! Finding ways to incorporate physical activity into most aspects of our lives includes being physically active at meetings.

PLANNING THE MEETING

Location

- Choose a location that is safe for participants to take a walk.
- Check for proper lighting, safe sidewalks, and visible pedestrian signs.
- For overnight meetings, choose a hotel that has:
 - Meeting rooms or is close enough for guests to walk to the meeting.
 - Restaurants.
 - Fitness facility at no cost, or provides vouchers to a nearby facility.

Communication

In the information packet sent to participants include:

- Details about activities and activity breaks so participants can bring proper attire (walking shoes, casual clothing, umbrellas).
- City maps, directions to local parks, and walking trails.
- Information about the hotel's fitness facilities.

Motivation

- Post signs directing participants to the stairs rather than the elevator.
- Encourage walking from the hotel to the meeting location and/or restaurants.
- Provide opportunities for activity breaks.

**The American College of Sports Medicine defines moderate exercise as “working hard enough to raise your heart rate and break a sweat, yet still being able to carry on a conversation” and vigorous exercise as “an activity which causes rapid breathing and a substantial increase in heart rate.”*

Tips for leading activity breaks

- Make it fun and keep it safe.
- Allow each person to move at his or her own pace.
- Make sure there is enough space for everyone to move easily.
- Exercise breaks should last 5 to 10 minutes.
- The exercise should not cause pain.
- The exercise should not cause people to perspire.

Ideas for making your meeting more active

- Curl water bottles.
- Do toe touches.
- Incorporate simple chair exercises:
- Chair twist (grab one side of the chair while turning in the opposite direction).
- Toe raises.
- Knee lifts.
- Arms reaching over the head.
- Arm circles.
- Offer small moments of activity to move the whole body:
- Arm circles.
- Marching in place.
- Side steps.
- Side-to-side arm swings.
- Heal touches.
- Relax by deep breathing.
- Walk around the room.
- Schedule a 10-minute walk right after lunch but before the meeting resumes.
- Offer “Walk and Talk Sessions.”
- Provide pre and post meeting walks.
- Organize an early morning yoga class.
- Encourage walking while meeting during a break-out session.
- Assign a motivating individual to lead a walk, lead exercises to increase participation.

HEALTHY MEETING CHECKLIST

Did you plan a healthy meeting? Check the bullets listed and see how your meeting adds up.

MEETING ENVIRONMENT GUIDELINES:

- Recycling is available.
- A non-smoking environment is adhered to.
- Lights, noise, and temperature are properly controlled.
- If overnight, hotel has environmentally friendly policies posted.
- Re-usable dinnerware, flatware, and drink ware are used.

SCORE: 0 - 1 bullet checked - improvement is needed.

2 - 3 bullets checked - it is on the way to being environmentally friendly.

4 - 5 bullets checked - it meets the guidelines to be considered environmentally friendly.

FOOD GUIDELINES

- A fruit and vegetable is served at each meal.
- Low fat dairy is provided at meal or break.

- Whole grain or whole wheat products are used.
- Lean protein is offered at meals and breaks.
- Calorie free or no-sugar added beverages are the standard choices; other beverages must be requested.
- When desserts are offered, low fat options are available.
- Heart healthy cooking techniques are used (bake, broil, grill, poach, steam).
- Appropriate portions are offered.
- Snacks meet 10-10-5 guidelines.
- Fight BAC guidelines are practiced.

SCORE: 0 - 5 bullets checked - improvement is needed.

6 - 8 bullets checked - it is on the way to being nutritionally healthy.

9 - 10 bullets checked - it meets the guidelines to be considered healthy.

PHYSICAL ACTIVITY GUIDELINES:

- At least one physical activity break is offered.
- The meeting is in a location convenient for walking.
- A planned physical activity is included on the meeting agenda.
- If overnight stays are involved, the hotel has fitness facilities.
- At least one pre or post meeting physical activity is planned.
- Signs directing participants towards the stairs are posted

SCORE: 0 - 2 bullets checked - improvement is needed.

3 - 4 bullets checked - it is on the way to being physically active.

5 - 6 bullets checked - it meets the guidelines to be considered active.

FREQUENTLY ASKED QUESTIONS

Q) What does appropriate serving size mean?

A) Serving sizes are very important in planning and eating meals. Too much of a healthy food will add extra calories. Generally starches, fruits, and vegetable servings are ½ cup while meat is 3 to 4 ounces. Here are some visual suggestions to make sure you get the appropriate serving size for your meals.

- Medium fruit = size of a baseball
- Pasta or rice = cupped palm
- Meat = deck of cards
- Cheese = 6 dice or 2 dominos
- ½ cup of ice cream = tennis ball
- Small baked potato = computer mouse
- 1 teaspoon peanut butter = tip of thumb
- Fish = size of a checkbook

Q) The guidelines suggest a fruit, vegetable, and whole wheat starch at lunch and supper meals. But are there suggestions on which vegetables to use?

A) Even though starchy vegetables are healthy choices, a meal should consist of a variety of types of vegetables. Half of the plate should consist of non-starchy vegetables, one-fourth (1/4) of the plate is meat or meat substitute, and the remaining fourth (1/4) is a starch. Each meal should include a serving of

fruit and low fat dairy. Use the Plate Planner, available at adph.org/nutrition, as a guide for your meals, especially lunch and dinner.

Q) Cut fruit can turn brown fast, so how can I serve fruit at snacks?

A) If you are having trouble, www.mypyramid.com has ideas on how to incorporate fruits, vegetables, low fat dairy, lean protein, and whole grains as snacks.

Q) What are suggestions for healthy meals?

A) The following lists are ideas on how to incorporate healthier food options into your meals. Please refer to the web edition of this booklet for planned menu examples.

BREAKFAST

- Toast or English muffins - whole grain
- Bagels-whole grain, normal size cut into halves or quarters, or mini sized
- Cereal-dry whole grain, low sugar, high fiber (4g/serving or more) and/or cooked high fiber, such as oatmeal
- Granola Bars - low fat, high fiber
- Muffins - whole grain, “mini” sized or larger sizes cut into halves
- Yogurt - low fat or fat free
- Fruit - fresh, canned, or dried
- Peanut butter
- Scrambled eggs made with egg substitute
- Parfait - fruit, low or nonfat yogurt, and low fat granola
- Breakfast sandwich - whole grain English muffin or toast, egg substitute scrambled eggs, and low fat cheese

LUNCH AND DINNER

Sandwich Meals

- Made with whole grain bread or whole grain wraps
- Lean deli meats and low fat cheese
- Lettuce, raw spinach, tomatoes, bell pepper varieties, pickles, cucumber, olives, etc.
- Low fat mayonnaise or light dressing on the side and mustard
- Baked chips or pretzels
- Fruit

Salad Plates

- Use mixed greens and assorted vegetables with low fat or fat free dressings on the side
- Pasta salads made with whole wheat pasta and lean meat moistened with light or low fat mayonnaise or oil and vinegar
- Fruit salads
- Meat salads made with lean meat, light or low fat mayonnaise or oil, with nuts and fruit added.

Meat And Side Dishes

- Select vegetables that have been steamed or roasted with limited added fat. Meats should be baked, broiled, or grilled. Select small whole wheat rolls to be served. Select fruit based light desserts.

- If baked potatoes are served, use low fat sour cream, low fat yogurt, or low fat margarine on the side.
- When pasta based dishes are used, select dishes that incorporate whole wheat pasta, low fat cheese, and a tomato based sauce.
- If a pizza is selected, offer thin crust with chicken and vegetable toppings and low fat cheese. Limit toppings such as pepperoni and sausage.

Beverages

- Offer low calorie, sugar free beverage as the standard beverage
- Ice water, bottled water, spring water
- 100 percent fruit or vegetable juice
- Milk - low fat (1 percent) or fat free
- Tea - unsweetened, iced or hot with low fat milk instead of cream, sugar substitutes, and lemon
- Coffee - regular and decaf with low fat milk instead of cream and sugar substitutes

GUIDELINES ADAPTED FROM

- Eat Smart North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings, and Events - www.eatsmartmovemorenc.com
- “Meeting Well” from the American Cancer Society - www.cancer.org
- “Check for Health: Workplace Environmental Assessment” - www.takeactionca.com
- “Workplace Nutrition and Physical Activity Issue Brief” from the California Nutrition Network - www.cdph.ca.gov
- “Fruits and Vegetables and Physical Activity at the Worksite: Business Leaders and Working Women Speak Out on Access and Environment” - www.phi.org
- “Healthy Meeting Policy and Guidelines,” New York State Department of Health - www.health.state.ny.us
- “Healthy Meeting Guidelines”, Lake County, Florida - www.lakecountyfl.gov
- “The Healthy Meeting Planning Guide”, Shape Up Somerville: Eat Smart Play Hard. - www.somervillema.gov

REFERENCES

- Partnership for Food Safety Education. “Fight BAC!” - www.fightbac.org
- American College of Sports Medicine. (2007) “Physical Activity and Public Health Guidelines.” - http://www.acsm.org/AM/Template.cfm?Setion=Home_Page&TEMPLATE=/CM/HTMLDisplaycfm&CONTENTID=7764
- Plate Planner - www.adph.org/nutrition

