

## Healthy Meeting Checklist

- Do you need to offer food at all?
- Have you included a variety of healthy food choices whenever food is offered?
- Are fresh fruits and vegetables included in meals and snacks?
- Do meals include **whole grain** bread, rice or pasta?
- Are foods provided low in calories, fat, sodium and sugar?
- If sauces, dressing or condiments are provided, are they served on the side?
- Have you provided smaller portion sizes of foods like bagels and muffins?
- Have you built some form of physical activity into every two hours of the meeting?
- Are food safety precautions being followed?



## A Healthy Worksite

We spend most of our waking hours at work, so it is no surprise that workplace health habits have a major impact on our lives.

Meetings are perfect opportunities to show your group you care. Using tips in this brochure will help your participants stay energized, productive and fueled at work.



# Healthy Meeting Guide



## Healthy Food Options

Offer healthy food choices at meetings, seminars, potlucks and catered events. Studies show that eating a healthy breakfast helps lower blood cholesterol, increases alertness and increases metabolic rates. Consider providing the following:

- ◇ Fruits and vegetables are a good choice.
- ◇ Offer foods low in added sugar.
- ◇ Offer whole grain foods.
- ◇ Choose foods lower in calories and fat.
- ◇ Serve foods flavored with spices and herbs instead of salt or sodium.
- ◇ Offer low-calorie, nutrient-rich snacks.
- ◇ Offer smaller portions of food, such as mini bagels; or use small plates.
- ◇ Provide ice water, 100% fruit or vegetable juices, coffee or tea. Avoid sugary drinks.

### *Additional Tips*

- ◇ Ideas include: fresh fruit and vegetables, low-fat yogurt, nuts, popcorn, cheese slices or cubes, hummus with pita bread wedges, whole grain mini bagels, low-fat granola bars, bean dip and salsa.



Peanut Butter Snails

## Food Safety

Pay attention to food safety to ensure people do not get sick from the food or beverages they consume. Basic food safety practices include:

- ◇ Wash hands, utensils and surfaces often.
- ◇ Do not cross-contaminate; keep raw food separate from cooked foods. Keep raw meat separate from fruits and vegetables.
- ◇ Keep hot foods hot at 140°F or above, and keep cold foods cold at 40°F or below.
- ◇ Perishable foods not kept hot or cold as described above should be discarded after holding for 2 hours or more at room temperature.

For a more thorough list of food handling practices, please see resources available at [www.befoodsafe.gov](http://www.befoodsafe.gov) or [www.jchdonline.org](http://www.jchdonline.org).



## Physical Activity Breaks

Providing an opportunity for people to get up and move around helps them re-focus and re-energize after sitting for long periods of time. Even a 10-minute exercise break offers health benefits.

### **Remember, a physical activity break should:**

- ◇ Be completely voluntary; no one is required to participate.
- ◇ Allow each person to move at his or her own pace in a way that is comfortable and causes no pain.
- ◇ Keep people moving for 5-10 minutes and get their hearts pumping.

### **Tips:**

- ◇ Schedule the physical activity break on the agenda to ensure it happens.
- ◇ Ask someone to lead a stretch break.
- ◇ Play music to inspire people to move.
- ◇ Suggest a walking route for people to take during break time.
- ◇ When possible, conduct a walking meeting.
- ◇ Remember safety.