



Healthy Meetings

Food & Physical Activity Guidelines

The strong relationship between diet and health and the increasing rates of overweight and obesity make supporting healthy food choices at work part of our commitment to health. The following guidelines were developed by the Seattle & King County Public Health Department. They intend to help facilitate the selection of healthy, low-fat and lower calorie food and beverage options school staff meetings.

General Guidelines

- Serve appropriate portion and serving sizes that reflect the 2005 Dietary Guidelines for Americans
- Select foods and beverages that are culturally appropriate
- Choose foods that are low in fat, especially saturated and trans fats
- Provide entrees that are low in fat
- Provide whole grain products
- Provide fresh fruits and vegetables, and salads
- Provide vegetarian options
- Offer locally grown products, when available
- Offer organic products, when available
- Serve nonfat or 1% milk, 100% fruit or vegetable juice, water or unsweetened iced tea instead of soft drinks and other sugar-sweetened beverages
- Provide pitchers or bottles of water at meetings
- Avoid foods with added salt and added sugar
- Provide foods appropriate for those with food allergies or dietary restrictions
- Use recyclable, disposable products when proper dishwashing facilities are not available
- Follow safe food handling practices (For example, wash hands for 20 seconds with soap and warm water, keep hot foods hot and cold foods cold)
- Provide Nutrition Facts Labels whenever possible





Suggestions for Healthier Choices

Breakfast



- Fresh fruit
- Low-fat breakfast burrito
- Yogurt: low or non-fat
- Hard boiled eggs
- Whole wheat or multi-grain mini bagels (or regular size bagels cut in half)
- Small muffins (2 to 2.5" or smaller): bran, oatmeal, or multi-grain (or larger muffins cut in half)
- Fruit breads: oatmeal, banana, pumpkin
- Whole wheat toast or whole grain English muffins
- Low-fat cheese
- Granola bars: low fat (5 grams of fat or less per bar)
- Low-fat granola
- 100% fruit or vegetable juice (4-6 ounce servings)
- Water: bottled, tap, sparkling or flavored - with no added sugar
- Coffee & tea served with non-fat or 1% milk
- Condiments: low-fat cream cheese, natural peanut butter, jam, jelly



Lunch/Dinner

- Salad with low-fat or fat-free dressing on the side
- Soups - vegetarian broth based or skim milk based (not cream)
- Pasta salad with low-fat dressing
- Sandwiches made with whole grain breads or wraps made with lean meats, low-fat cheese & low-fat condiments
- 2-3 ounce serving - lean meats, poultry, fish, tofu (3 grams fat/oz)
- Steamed vegetables with herbs/lemon
- Whole grain rolls
- Fresh fruit, canned fruit in fruit juice
- Include at least one vegetable - fresh or cooked (avoid cream sauces)
- Baked potatoes with low fat toppings, such as, low-fat sour cream, low-fat plain yogurt, or salsa
- When serving desserts, offer small serving sizes. Consider: angel food cake (2" square) with fresh fruit topping, low-fat ice cream or frozen yogurt
- **Boxed lunches/dinners** - whole grain or pita bread or wraps prepared with low-fat mayonnaise; meats, poultry or marinated tofu (low-fat = 3 g fat/oz); low-fat cheese, request fruit or veggies instead of chips; or if including chips request pretzels or baked chips (7 g fat or less/oz).
- Water- bottled, plain, sparkling or flavored sparkling with no added sugar
- Coffee, tea (offer decaf) - served with nonfat or 1% milk



Snacks

- Consider whether it is necessary to provide food at meetings, presentations, and seminars, especially mid-morning and mid-afternoon
- Fresh fruit
- Raw vegetables, choose non-fat, low-fat dips or salsa if providing dip
- Pretzels, hot pretzels cut in pieces or baked chips (7 grams of fat or less/ounce)
- 100% fruit or vegetable juice, avoid soft drinks
- Low fat cheese, string cheese
- Granola bars - low fat (5 grams of fat or less/bar)
- “Lite” air-popped popcorn (lightly seasoned)
- Whole grain crackers
- Dried fruit or trail mix
- Roasted nuts
- Water — bottled, plain, sparkling, or flavored sparkling with no added sugar
- Coffee, tea (offer decaf)- served with nonfat or 1% milk



Food Safety

When providing snacks and/or meals during a meeting, follow these basic food safety guidelines to prevent foodborne illness:

- Ensure everyone involved in food preparation or set up is using good handwashing practices.
- Ensure food is delivered/ set out just prior to meal time, no more than 30 minutes.
- Hot foods should be held at 135 degrees or warmer and cold food should be held at 41 degrees or colder.
- Perishable food should not be left out more than 2 hours at room temperature.
- Discard any food left out at room temperature for more than 2 hours.

Physical Activity

- Try to choose a meeting location where participants can easily walk.
- Encourage participants to take the stairs. Place signs near the elevators telling people where the stairs are located.
- Encourage participants to take a short walk at lunch.
- Schedule brief activities/ stretch breaks in the AM and PM lead by a group leader.

