

ARIZONA DEPARTMENT OF HEALTH SERVICES		SECTION	LEVEL	NUMBER	DATE
		ADHS	I	002-2017	01/27/2017
SUBJECT:	HEALTHY MEETING POLICY				
SUPERSEDES:					
PRIMARY RESPONSIBILITY:	Public Health Services, Prevention (PHS/PRV)				

PURPOSE

The purpose of this policy is to provide nutritional guidelines for healthy food and beverage options and physical activity breaks during internal and ADHS sponsored events and meetings on and off-site.

POLICY

States the requirement or provision this policy places on or extends to the ADHS, who should follow it, and when it applies, but does not describe “how to” procedures.

APPLICABILITY

All ADHS workforce members.

GUIDELINES

The following five guidelines are suggested to implement and adopt the healthy meeting policy.

- A. Offer healthy food options and portion sizes consistent with the most current USDA Dietary Guidelines for Americans. This includes ensuring a variety of healthy food options such as lean protein choices, vegetables, fruits, and whole grain products are available.
- B. Employ food safety practices when preparing, serving, and cleaning up when food and beverages are served at meetings. Pay particular attention to perishable food items such as fruits, vegetables, dairy, and meat products.
- C. Offer healthy beverage options such as water, 100% fruit or vegetable juice, low-fat and fat-free milk and dairy alternatives. Provide beverages with minimal to no added sugar.
- D. Provide healthy snack options in single serving portions and including lower sodium snacks. This includes at least one fruit or vegetable item.
- E. Incorporate physical activity into meetings lasting more than 2 hours. Options for activity breaks include: standing, stretching, breathing/relaxation exercises, and movement or walking breaks.

Additional information specific to this policy can be found in the ADHS Healthy Meeting Toolkit. Employees are encouraged to follow these guidelines during internal and ADHS sponsored events and meetings if the food and beverages are provided by the department or brought by the employees themselves.

AUTHORITY AND REFERENCES

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APPROVED: 	1/27/2017
Paula Mattingly Interim Deputy Director for Planning and Operations	Date of Last Review

Please see the Intranet Forms & Policy Page for the most current and up-to-date policy