



PLEDGE THE PRACTICE!

PASS THE POLICY!

PASSING & IMPLEMENTING A HEALTHY BEVERAGE AND PHYSICAL ACTIVITY POLICY:

MEMORANDUM OF UNDERSTANDING
JUNE 2015-JUNE 2017

ADAPTED FROM:

MCCLURE NELSON & ASSOCIATES: WELLNESS CULTURE TOOLKIT
SANTA CLARA COUNTY HEALTHY WORKSITE TOOLKIT

“PLEDGE THE PRACTICE! PASS THE POLICY” AND THIS TOOLKIT FUNDED BY A GENEROUS GRANT FROM KAISER PERMANENTE.



PREPARED BY:

THE BANPAC LEADERSHIP COUNCIL
(BAY AREA NUTRITION AND PHYSICAL ACTIVITY COLLABORATIVE)

*Santa Clara County Public Health Department is the lead agency for BANPAC,
the Bay Area Nutrition and Physical Activity Collaborative.*



**MCCLURE NELSON
& ASSOCIATES**
CREATING A CULTURE OF WELLNESS



Incentives for BANPAC's Healthy Beverage and Physical Activity Policies

Most 21st century jobs call for long hours sitting at a computer or in meetings, which can contribute to workers becoming overweight or obese. Evidence shows excess weight, limited physical activity and diets high in fats and sugars are at the root of most common health problems and expenditures. The health of an organization is contingent upon the health of its workforce.

Although chronic diseases such as cardiovascular disease (CVD) and diabetes are among the most common and costly of all health problems, adopting healthy lifestyles can help prevent them. Implementing a comprehensive health promotion program designed to keep employees healthy is a valuable long-term human asset management strategy. Many organizations are turning to comprehensive health promotion programs to make changes in the worksite culture and environment, help employees adopt healthier lifestyles, and reduce their risk factors for chronic disease.

The Bay Area Nutrition & Physical Activity Collaborative (BANPAC) has been working with Bay Area organizations to create healthier work environments through a grant from Kaiser Permanente Bay Area Community Benefit Program. Check out the BANPAC website to see and celebrate the more than 60 Bay Area organizations who have led the way! (www.banpac.org) BANPAC's consultant, McClure, Nelson & Associates, has a team ready to help **your organization** pass and implement healthy beverage and physical activity policies.

You will also receive incentives along the way:

- At the signing of a Memorandum of Understanding (MOU), between your organization and BANPAC, you will receive a **Brita water dispenser and 6 replacement filters** for your staff break room.
- Upon the passage of the healthy beverage and physical activity policies and the development of a brief implementation plan for each policy, your organization will receive **\$200 worth of physical activity and healthy beverage incentives (yoga mats, free weights, yoga balls, physical activity posters, and reusable water bottles)**.

Minimum Policy Requirements for Healthy Beverage Policy:

- 100% Healthy Beverage Standards*
- Policy must apply to all adults who work at your organization 24 hours a day, year round.
- Policy must apply to:
 - Staff vending machines
 - Worksite cafeterias and snack bars
 - Beverages purchased by the organization for consumption at meetings, celebrations, events, and during programming
 - Beverages sold for fundraising purposes

- Staff is strongly encouraged to follow beverage standards when purchasing beverage items with their own money.

Minimum Policy Requirements for Physical Activity Policy:

- Must choose 3 physical activity promoting strategies from the list of Physical Activity Standards**
- Policy must apply to all adults who work at your organization.

Optional Policy Requirements, but Encouraged:

- Provide **at least 50% healthy food options** when food is served/sold for employees, customers, participants, and clients. See healthy food standards below.
- Adopt a 100% Healthy Beverage Policy whenever beverages are served/sold to **customers, participants, and clients**.
- **Require funded partners/ subcontractors** to follow the 100% Healthy Beverage Policy whenever beverages are served/sold.

***100% Healthy Beverage Standards:**

- **Access to free, safe drinking water**

Require that there is access to free, safe drinking water wherever beverages are offered and/or sold. At meetings, for example, it is recommended that safe tap water, rather than individual bottles of water, be offered. If safe tap water is not available, then it is recommended that large jugs of water are utilized.

- **Beverage Standards for Staff**

All beverages served (e.g., at meetings, celebration, events, and during programming) and sold (e.g., in the cafeteria and vending machines) in all of (Name of organization) facilities can only include:

- Water with no additives, including vitamins, minerals (e.g., electrolytes), stimulants (e.g., caffeine) and sweeteners.
- Unflavored non-fat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners
 - No more than 2.5 grams of fat per 8 fluid ounces
- Fruit or vegetable-based juice drinks that have a maximum of 160 calories and 230 mg of sodium per container and no added sweeteners
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 mg of sodium per container and no added sweeteners
- Coffee and tea with no added caloric sweeteners (this does not include cream and sugar – those are considered condiments and do not apply)
- Diet beverages with zero calories and non-caloric sweeteners (e.g., zero-calorie vitamin-enhanced waters)***

***To maximize the healthfulness of beverages served/sold at your organization and to go above and beyond the policy requirements, we encourage you to remove diet beverages from your policy.

****Physical Activity Standards:**

Organizations can model healthy behaviors and support employees in staying physically active throughout the work day. Choose 3 of the following strategies to customize your organization's physical activity policy.

- Create physical activity opportunities for staff and clients throughout the work day by implementing one of the following: schedule at least one 10 minute *Instant Recess* break per day and advertise the time and location to staff, have at least one 10 minute "walking meeting" per day, or schedule at least one 10 minute stretch break per day.
- Encourage employees to integrate physical activity into their day by implementing and promoting one of the following: post signs in stairwells encouraging employees to take the stairs instead of the elevator, initiate a walking challenge and have employees track their steps, provide stretching and resistance exercises to all staff

- that they can do at their desk, or organize walking groups to walk during lunch or scheduled break times by posting sign-up sheets and identifying a leader.
- Schedule a 10-minute physical activity break for every meeting that is longer than two hours in length.
 - Promote and display physical activity opportunities within and near the worksite for staff and clients by mapping out walking routes inside and outside the building of different distances and times (e.g. a 0.3 mile walking route around the building will take approximately 10 minutes).
 - Promote and practice physical activity at all community meetings and events where the organization is the recognized sponsor or lead by scheduling at least one 10-minute physical activity break.
 - Expand opportunities for active transportation, such as walking, biking, and/or using public transit to and from work to increase physical activity levels.
 - Encourage employees to take advantage of employer benefits and programs that support physical activity at work and home by advertising one of the following: fitness challenges, employee wellness classes, and reduced gym membership rates if applicable.

OPTIONAL- Healthy Food Standards:

- Food selections should emphasize fruit, vegetables, whole grains, and non-fat or low-fat dairy products.
 - If meat is served, a vegetarian option should also be provided. (Consider a vegan option for larger groups.)
 - Include lean meat such as skinless poultry, fish, beans, tofu, eggs, nuts, and seeds.
 - Select food with no trans fat, and low in saturated fat, sodium, and added sugar.
 - Choose food that is prepared by grilling, baking, or sautéing with healthy fats.
 - Provide fresh fruit or other healthy options for dessert.
 - Serve appropriately sized portions for all foods (i.e. cut bagels in half, use smaller serving utensils, 3 ounce protein portions).