



# Healthy Food, Beverage, and Movement Guidelines

## Healthy Beverage Position Statement:

Burlingame strives to promote health and wellness by being a role model to promote healthy beverages. At all Burlingame sponsored and/or coordinated meetings and events, both in the community and work site, for staff and clients where beverages will be provided, the selection must be in accordance with the Burlingame Healthy Beverage Guidelines<sup>1</sup>.

*Therefore Burlingame will:*

### ***Provide 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.

### ***Comply with Beverage Standards***

All beverages served (e.g., at meetings) and sold (e.g., in the cafeteria and vending machines) in Burlingame facilities can only include:

- Water with no added 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 sweeteners;
- Diet beverages with non-caloric sweeteners.

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<sup>1</sup> Adopted from The Public Health Institute's 100% Beverage Standards for Adult Settings



# Healthy Food, Beverage, and Movement Guidelines

## Healthy Food Position Statement:

Burlingame strives to promote health and wellness by being a role model to promote healthy foods. At all Burlingame sponsored and/or coordinated meetings and events, both in the community and work site, for staff and clients where foods will be provided, the selection must be in accordance with the Burlingame Healthy Food Guidelines.

*As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing healthy food choices. Therefore Burlingame will:*

- Increase the range and availability of healthy food options on our premises, including break areas, at meetings, and events. Food selection should emphasize fruit, vegetables, whole grains, and nonfat or low fat dairy products.
  - Aim to make half the plate fruits and vegetables. Provide red, orange, and dark green vegetables whenever possible.
  - Encourage lean meats, poultry and fish.
  - For starches such as rice, pasta, and bread products, the recommended portion size is about  $\frac{1}{4}$  of the plate.
  - Aim to select food with no trans fats and low in saturated fats, sodium, and added sugar.
  - Encourage high calorie foods/desserts only as an occasional small treat. The items are offered as a side dish along with healthier food choices.
  - Encourage cooking with healthier ingredients and providing snacks through the following ideas: employee newsletter, recipe board in break room, healthy foods at meetings.
- Ensure that only healthy food and beverage options are provided as vouchers, prizes, or giveaways to Burlingame employees and clients.



# Healthy Food, Beverage, and Movement Guidelines

## **Healthy Movement Position Statement:**

Burlingame strives to promote health and wellness by being a champion for exercise and movement.

*As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by encouraging opportunities for physical activity. Therefore Burlingame will:*

- Create opportunities for movement for staff and clients, such as “walking meetings,” stretch breaks, recreational and exercise opportunities throughout the workday.
- Find and capitalize on opportunities to promote exercise/movement to staff and clients.
- Provide a 5-minute physical activity break for every meeting lasting 90 minutes or longer.
- Encourage employees to build physical activity into their day by getting to/from work via public transit, walking, and/or biking.