



Weld County Healthy
Food & Beverage
Steering Committee

Model Policy

March 2017

Healthy Food and Beverage Policy Commitment

_____ is committed to creating a culture of health for our employees and the people we serve by adopting and implementing the Weld County Healthy Food and Beverage Steering Committee Policy.

This policy has been approved and adopted by _____, and is effective on this _____ day of _____, 2017.

Printed Name(s)

Title(s)

Signature(s)

Date



Healthy Food & Beverage Model Policy - Implementation

[Name of Organization] is committed to supporting the health and wellbeing of our employees and the people we serve. Research indicates that the environments where we live, learn, work and play shape our ability to consume healthy food and beverages. [Name of Organization] has adopted a Healthy Food and Beverage Policy to support a culture of wellness for our employees, clients, students, and guests.⁴

1-3 months following the adoption of this Healthy Food and Beverage policy:

- Choose a percentage (or policy level) of healthy food and beverages
- Recommend/choose 1-2 goals using Implementation Worksheet
- Present report, policy guidelines, recommendation to key staff (ex: purchasing, worksite wellness) and vendors, if applicable

3-6 months following the adoption of this Healthy Food and Beverage Policy:

- Review and rewrite vendor contracts to include new guidelines, monitoring, and accountability
- Begin to install new machines/replace old machines, wraps, products, etc.
- Establish/designate, and educate, responsible party for monitoring compliance and reporting to HFBP Compliance Committee (ex: worksite wellness)
- Create education steps to inform employees and visitors of changes including new hire education and annual updates/education for employees
- Taste Testing with employees and public, launch education and promotion campaigns

Ongoing:

- Present and negotiate contracts with vendors and contract renewal dates approach
- Decide how Weld County HFBP Steering Committee can support your changes (policy, contracts, signage, promotion, press release, etc.)
- Monitor compliance, sales, acceptance and report to NCHA quarterly, through HFBP Compliance Committee meetings



Healthy Food & Beverage Model Policy - Vending

Purpose

Vending machines are often one component of the food environments where we work and play. By providing healthy foods and beverages through vending, [Name of Organization] will support positive lifestyles for employees and the people we serve.⁴

Scope

This policy applies to all machines designed to dispense food and/or beverages located in any [Name of Organization] owned, leased, or operated space or facility.⁴

Policy

These guidelines shall apply to the products offered by [Name of Organization] vending machines:

Menu labeling: Calorie count must be posted for each selection near the food/beverage, on the vending machine, or in close proximity to the vending machine.¹

Bronze Policy Level

Beverages: At least **50%** of beverage choices must contain ≤ 40 calories per serving (except 100% juice and unsweetened milk):^{1,3}

- Water (plain, sparkling, flavored with no sweetener)⁴
- Milk or unsweetened non-dairy beverages (nonfat, 1% or 2% and ≤ 12 oz.)^{1,4}
- 100% juice or juice with only fruit/vegetable by-products (≤ 8 oz.)^{1,4}
- Vegetable juice (with 230 mg of sodium or less per serving)^{1,4}
- Unsweetened tea or coffee^{2,4}
- Other beverages with ≤ 40 calories per 8 oz.⁴

Food Items: At least **25%** of snacks (excludes refrigerated meals) must meet the following nutrition standards:^{1,3}

- o Less than or equal to 200 calories per item (excludes nuts or seeds without added fats, oils, or caloric sweeteners)^{1,4}
- o Less than or equal to 10% of calories from saturated fat (excluding nuts and seeds without added fats or oils)^{1,4}
- o Limit sugars to $\leq 35\%$ of total weight of the item.¹ (excluding fresh, frozen, canned, and dried fruits and vegetables)



- ✓ Canned fruit must be packed in juice or water
- ✓ Dried fruit cannot contain added sweeteners
- ✓ Dairy-limit to 30g sugar/8 oz serving
- ✓ Grains-no more than 10g sugar/serving



Vending Policy (continued)

All snacks must meet the following nutrition standards:

- o Less than or equal to 230 milligrams of sodium per serving for snacks and \leq 480 mg sodium per serving for individual meal items¹
- o 0 grams of trans fat per serving¹

Silver Policy Level

Beverages: At least 75% of beverage choices meet the above “healthy” criteria

Food Items: At least 50% of snacks meet the above “healthy” criteria

Gold Policy Level

Beverages: 100% of beverage choices meet the above “healthy” criteria

Food Items: 100% of snacks meet the above “healthy” criteria



Advertising/Promotion

- Advertising, food displays, and signage are only used for healthy items that meet criteria above.²⁻⁴
- Healthy food and beverage items are identified using methods such as stoplight system, calorie/nutritional information, or healthy icons such as a heart or apple.²⁻⁴
- Any price differential (ex: healthier foods or beverages are offered at a lower price than less healthy foods and beverages) is applied only to healthier items that meet above criteria.²⁻⁴
- Only healthier items that meet above criteria are displayed at eye level for both children and adults.²⁻⁴

Additional Tips

- Choose foods for vending based on food type such as fruit, whole grains, etc. rather than solely looking at calories, fat, sodium, and sugar to ensure the healthiest options are available.



Healthy Food & Beverage Model Policy - Concessions



Concessions Policy (continued)

Silver Policy Level

Beverages: At least **75%** of beverage choices meet the above “healthy” criteria

Food Items: At least **50%** of snacks meet the above “healthy” criteria

Gold Policy Level

Beverages: 100% of beverage choices meet the above “healthy” criteria

Food Items: 100% of snacks meet the above “healthy” criteria

Advertising/Promotion

- Advertising, food displays, and signage are only used for healthier items that meet criteria above.²⁻⁴
- Healthy food and beverage items are identified using methods such as stoplight system, calorie/nutritional information, or healthy icons such as a heart or apple.²⁻⁴
- Any price differential (ex: healthier foods or beverages are offered at a lower price than less healthy foods and beverages) is applied only to healthier items that meet above criteria.²⁻⁴
- Only healthier items that meet above criteria are displayed at eye level for both children and adults.²⁻⁴

Additional Tips

- Choose foods for concessions based on food type such as fruit, whole grains, etc. rather than solely looking at calories, fat, sodium, and sugar to ensure the healthiest options are available.



Healthy Food & Beverage Model Policy - Meetings & Events

Purpose

The work environment can be a major factor in shaping lifestyle choices made by staff, and this policy aims to foster a culture of health and to support staff in making healthy food and beverage choices. This policy will serve to create a healthier work environment for staff and guests by ensuring the availability of healthy food and beverage choices at all internal meetings and community events sponsored by [NAME OF ORGANIZATION].

Scope

This policy applies to:

1. All employees of [NAME OF ORGANIZATION] and all persons completing work on behalf of [NAME OF ORGANIZATION] (e.g., contractors, students, interns, consultants)
2. All organization-sponsored functions where organization funds are used to purchase food and beverages (e.g., work meetings, celebrations, organization-sponsored parties/events, etc.)

Provide these guidelines as suggestions for vendors, organizations, and sponsors using [name of organization] facilities, but NOT using [name of organization] funds.

Policy

Staff shall incorporate the following requirements whenever hosting any [NAME OF ORGANIZATION] meetings and events for which food and/or beverages will be purchased:

- Consider whether you need to provide food at the meeting or event. (For example, if the meeting is not during a meal-time or less than two hours, food may not be necessary. Consider offering tap water only.)⁴
- When providing food, include at least one fruit or vegetable option.⁴
- Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas) if available.⁴
- Ask for salad dressings and condiments to be served on the side. If it is not possible, ask that salads be lightly dressed.⁴
 - Ensure that tap water is available and served from reusable pitchers.⁴
 - Do not serve any sugary drinks at meetings (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks). Sweeteners may be offered on the side.⁴
- Provide a healthy option (e.g., fresh fruit) whenever you are providing desserts. If possible, cut traditional dessert servings in half.⁴



Meetings & Events Policy (continued)

Events Serving Children

In addition to the guidelines above:

- No sugar-sweetened beverages will be provided
- Always serve unlimited water (can include fruit-infused water)¹³
- If juice is offered, only 100% fruit and vegetable juices with no added sweeteners should be limited to 8 oz.¹³
- If milk is offered, only unflavored 1% or fat-free and/or fat-free or low-fat dairy alternatives with no added sweeteners (lactose-free and soy beverages) should be limited to 8 oz.¹³

Events Serving Primarily Adults

In addition to the guidelines above:

- Always serve unlimited water (can include fruit-infused water, sparkling waters, etc. with no added sweeteners)
- At least 50% of available beverage choices (other than 100% juice and unsweetened milk) must contain ≤ 40 calories/8 oz. serving.²
- If juice is offered, only 100% fruit and vegetable juices with no added sweeteners should be limited to 8 oz.²
- If milk is offered, only unflavored 1% or fat-free and/or fat-free or low-fat dairy alternatives with no added sweeteners (lactose-free and soy beverages) should be limited to 12 oz.²
- Plain coffee or tea without added caloric sweeteners can be offered (sweeteners may be offered on the side)²
- If beverages containing ≥ 40 calories per 8 oz. are offered at all, limit to 12 fluid ounces.

Additional Best Practices for Meetings/Events

Sustainability

- Eliminate bottled water. Provide tap water from reusable pitchers.
- Request vendors to use bulk condiments rather than individual condiment packets
- Provide reusable/recyclable/compostable plates, cups, napkins, silverware when possible
- Recycle cardboard, paper, plastic, glass, aluminum; label all bins; locate recycling bins with trash bins.
- Select food vendors who are committed to sustainability
- Provide meeting slides and handouts electronically rather than paper copies



Physical Activity

- Provide opportunities for movement during meetings lasting more than one hour
 - Include the break on the agenda or discuss at the beginning of the meeting
 - Remind meeting attendees that they are free to stand at any point during the meeting
 - Encourage walking meetings when applicable



Healthy
Food & Beverage
Initiative

Healthy Food & Beverage Model Policy - Cafeteria

General

- All items must be labeled with calories per serving as sold, or calories per measure provided for salad bar-type service.¹
- Additional nutrition information must be made available in written form on request including total number of calories derived from any source, total calories derived from total fat, total fat, saturated fat, cholesterol, sodium, total carbohydrate, sugar, dietary fiber, and total protein.
- Eliminate the use of partially hydrogenated vegetable oils, shortenings, or margarines for frying, pan-frying (sautéing), grilling, baking, or as a spread, and foods containing them.^{1,2}
- All individual food items must contain ≤ 480 mg sodium as served.¹
- All meals must contain ≤ 800 mg sodium as served.²

Fruits and Vegetables

- All canned or frozen fruit must be packaged in 100% water or unsweetened juice, with no added sweeteners.^{1,6,13}
- Offer a variety of at least three whole or sliced fruits daily.¹
- Offer daily, at least one raw, salad-type vegetable and at least one steamed, baked, or grilled vegetable prepared without fat or oil.¹
- All vegetable offerings must contain ≤ 230 mg sodium, as served.¹
- Mixed dishes containing vegetables must contain ≤ 480 mg sodium, as served.¹
- Offer a variety of seasonally available fruits and vegetables.¹

Cereals and Grains

- When cereal grains are offered (e.g., rice, bread, pasta), then a whole grain option must be offered for that item as the standard choice.¹
- All cereal, bread, and pasta offerings must contain ≤ 230 mg sodium per serving.¹
- At least 50% of breakfast cereals must contain at least 3g of fiber and less than 10g total sugars per serving.¹

Dairy/Yogurt/Cheese/Fluid Milk

- Offer only 2%, 1%, and fat-free dairy items such as milk, cottage cheese, and yogurt.^{1,2}
- Only offer yogurt with no added caloric sweeteners or yogurts labeled as reduced or less sugar according to FDA labeling standards.¹
- Processed cheeses must contain ≤ 230 mg sodium per serving.¹



Cafeteria Policy (continued)

Protein Foods

- When protein entrees are offered, offer lean meat, poultry, fish, or low-fat vegetarian entrée choices.¹
- At least twice per week, offer an entrée with a vegetarian protein source.¹
- Canned or frozen seafood must contain <290 mg sodium per serving, and canned meat <480 mg sodium per serving.¹

Other

- Deep-fried options must not be marketed or promoted as the special or feature of the day.¹
- Limit deep-fried entrée options to no more than one choice per day.¹
- Offer half- or reduced-size choices for some meals and concessions items, when feasible.¹
- Where value meal combinations are offered, always offer fruit or a non-fried vegetable as the standard side dish, instead of chips or cookie (which may be offered as an optional side dish).¹

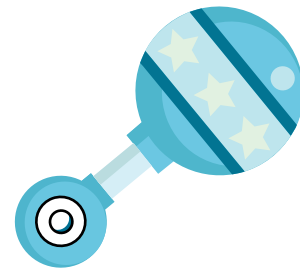
Advertising/Promotion

- Any price differential (ex: healthier foods or beverages are offered at a lower price than less healthy foods and beverages) is applied only to healthier items that meet above criteria.²
- Advertising, food displays, and signage are only used for healthier items that meet criteria above.²



Healthy Food & Beverage Model Policy - Breastfeeding

- In accordance with Colorado law, nursing/lactating/breastfeeding employees shall be given reasonable unpaid and/or paid break time each day to express breast milk, in a private setting, for her nursing child for up to two (2) years after the child's birth.¹²
- In accordance with the Colorado Public Breastfeeding Law which states that mothers may breast feed in any public space where they are allowed to be, [Name of Organization] welcomes mothers to breastfeed in our organization.¹²



Healthy Food & Beverage Model Policy Appendix A

Appendix A: Strategies for Advancement of Policy

- Involve vendors from the start to increase buy-in from all stakeholders⁵
- Implement changes gradually to allow consumers and vendors to adjust⁵
- Promote the initiative within and educate consumers about their expanded options⁵
- Ensure vendors are tracking pricing and sales to make adjustments as needed⁵
- Use resources for healthy vending items to make transition for vendors easier⁵
- Designate a contact/champion in departments/locations⁶
- Create a culture of healthy eating; organization leaders should model and encourage healthy eating.⁷
- Sign a pledge or commitment and post it prominently in a common area where employees and visitors can see it.⁷
- Provide education and resources about healthy living and eating to employees and visitors to help them understand why your organization is joining this effort.



Healthy Food & Beverage Model Policy Appendix B

Appendix B: Steps For Implementation of Vending Guidelines⁷

Product

- Reduce sugar-sweetened beverages and increase offerings of healthier alternatives.
- Switch to whole grain products when available.
- Reduce candy offerings.
- Reduce desserts and sweet baked items, including but not limited to: cakes, cupcakes, cream-filled cakes, coffee cakes, cookies, donuts, muffins, sweet rolls and toaster pastries.
- Select the smallest package sizes offered by your vendor.

Promotion

- Display nutrition information for all products in vending machines.
- Promote healthier items using signage on vending machines.
- Wrap vending machines to promote healthier items such as water.
- Partner with vendors to hold taste tests of new, healthier items; survey staff and visitors for acceptance
- Educate staff and visitors on the importance of healthy eating
- Evaluate and communicate results; usage reports from your vendor can show the popularity and acceptance of new items.

Price

- Price healthier items competitively or discounted if possible.

Placement

- Healthier items should be prominently placed at eye level or in the most visible location.



Healthy Food & Beverage Model Policy Appendix C

Appendix C: Tips for a Healthier Work Environment²

- When food is made available in a common area and employees are allowed to help themselves, limit the amount of time it is available. For example, it might be available 8:30–10:30 a.m. for breakfast items, or 11 a.m.–1 p.m. for lunch or snacks. After that time, put the food away.
- Explore other ways to celebrate special occasions besides providing unhealthy foods. Ideas include giving flowers to the honoree, offering fresh fruit or 100% fruit popsicles, holding a fun group activity off-site, taking a walking break, etc. Consider celebrating birthdays once a month instead of on each individual day.
- If there's a potluck or sign-up list for employees bringing in food for a special occasion, make sure to suggest/include healthy options on the list. Consider a potluck build-your-own-salad bar with a variety of healthy fruits, veggies, toppings, dressings, etc.
- Avoid foods that tend to have high amounts of added sugars, fat and calories, such as donuts, cupcakes, brownies, muffins, pies, cakes, cookies and candy.
- Don't place candy bowls in common areas. Replace candy with fresh fruit such as apples, oranges or plums.



Healthy Food & Beverage Resources

Resources

1. [Health and Sustainability Guidelines for Federal Concessions and Vending Operations](#)
2. [CDPHE Colorado Healthy Hospital Compact](#)
3. [Nemours Health and Prevention Services Healthy Vending Guide](#)
4. [Healthy Beverage Partnership Policy Toolkit](#)
5. [Healthier Vending Machine Initiatives in State Facilities](#)
6. [Improving the Food Environment through nutrition standards: a guide for government procurement](#)
7. [AHA Healthy Workplace toolkit](#)
8. [King County Healthy Vending Guidelines](#)
9. [A Blueprint for Healthier Vending](#)
10. [Healthier Choices in Vending Machines in BC Public Buildings](#)
11. [US Food & Drug Administration](#)
12. [Nocobreastfeeding.org](#)
13. [USDA Smart Snacks Guidelines](#)

