

Guidelines

Title:	Healthy Meetings, Conferences and Events Guidelines
Related to:	DHS OHA-010-019-01
Effective date:	06/13/2016

Purpose

DHS and OHA are creating an environment that aligns agency missions and practices and supports the good stewardship of public funds. This document explains the parameters that employees should consider when complying with the Healthy Meetings, Conferences and Events Policy. A cornerstone of worksite wellness programs includes adoption of standards for healthy eating and physical activity options in meetings and events and supporting lactation and breastfeeding.

Guidelines

1. These guidelines and the associated policy apply to **all meetings**, including conferences, seminars, advisory committees, skill-building groups, treatment and therapy groups, and other gatherings (hereafter meeting or meetings) organized by DHS|OHA staff, contractors or partners where official state business is conducted.
 - a. For all meetings, the physical activity and lactation requirements are mandatory.
 - b. For meetings where state funds are spent, the food and beverage guidelines are mandatory.
 - c. Staff are encouraged to apply these guidelines to all meetings and gatherings organized by DHS|OHA staff, contractors and volunteers, even when state funds are not used.
2. If food and beverages are provided at any meeting, staff shall follow policy requirements related to items that are not permitted to be purchased with state funds, including sugary beverages and fried foods.
3. In the event DHS|OHA hosts an event at which culturally significant foods such as fry bread are expected to be served, policy requirements prohibiting the purchase of those foods may be waived. Staff are still expected to make a **good faith effort** to adhere to the policy.
4. At every meeting, regardless of length, staff are encouraged to offer water.
5. Programs may purchase and keep beverage resources on hand if funds are available.
6. Food and beverages, other than water, are not required to be provided under any circumstances.
7. If food and beverages are provided at any meeting, conference or event, staff shall make a **good faith effort** to provide foods and beverages that follow healthy eating patterns consistent with the U.S. Department of Agriculture's *Dietary Guidelines for Americans 2015-2020 (DGA)*.
8. Staff are encouraged to align with the DGA when planning meetings by:
 - a. Selecting and offering choices of foods that are low in fat, sodium and added sugars.
 - b. Choosing real, whole foods rather than highly processed foods.
 - c. Offering attendees as much variety as possible, including:
 - A. Fruits, especially whole fruits.
 - B. Vegetables, including dark green, red and orange vegetables and beans and peas.
 - C. Whole grains such as brown rice, whole grain breads, and corn or whole wheat tortillas.

- D. Lean sources of protein such as chicken or turkey without the skin, lean cuts of beef or pork, fish, eggs, nuts or soy protein.
 - E. Fat-free or low-fat dairy, including milk, yogurt, cheese, and fortified soy beverages.
 - F. Water, coffee and tea, including decaffeinated options.
9. If food and beverages are offered at any meeting, conference or event, staff are also encouraged to:
- a. Instruct food service providers to offer serving sizes that are consistent with the *Dietary Guidelines for Americans 2015-2020*.
 - b. Provide a vegetarian option.
 - c. Provide culturally and socially appropriate food preferences.
 - d. Plan for food that meets special dietary requirements for attendees with lactose intolerance, gluten intolerance, or other food allergies.
 - e. Use food to nourish meeting attendees, rather than to provide food to reward, thank, energize or otherwise create incentives for attendees. Instead, identify means other than food to engage attendees.
10. If food and beverages, including a full meal, are offered at any meeting, conference or event, staff are encouraged to use response tools during the registration process in order to meet the special dietary needs of attendees.
11. During food presentation staff are encouraged to:
- a. Place foods that are healthier, such as fruits and salads, at the front of the food line.
 - b. Cut bagels, sandwiches and similar items in half.
 - c. Serve condiments, sauces and dressings on the side.
12. Staff are encouraged to promote food safety by:
- a. Washing hands with soap and water before and after handling food.
 - b. Ensuring meeting attendees know where hand-washing facilities are located.
 - c. Refrigerating perishable food within two hours.
 - d. Using leftovers within four days.
13. Staff are encouraged to promote sustainability:
- a. Serve water, coffee and tea using pitchers and glasses or cups.
 - b. Source locally grown or seasonal foods.
 - c. Provide single service items such as plates and silverware that are compostable.
 - d. Set up waste collection for attendees to make recycling and composting easier.
14. Staff are encouraged to foster an environment of time, space and permission to participate in structured or unstructured physical activity by the following:
- a. Include a written listing of breaks in meeting agendas or meeting materials to ensure breaks take place.
 - b. Announce the break schedule at the beginning of meetings.
 - c. Create opportunities for movement both during the meeting and during breaks by planning interactive activities.
 - d. Encourage people to care for themselves by standing, stretching or moving around at the side of the room between scheduled breaks.
15. Staff are encouraged to offer structured physical activity breaks that offer a range of suggestions to accommodate all abilities and health conditions.
16. Staff are encouraged to include information on agendas or meeting announcements about routes for walking, biking and taking public transportation to and from meeting venues.
17. Staff shall ensure that meeting attendees understand that participation in structured or unstructured physical activities is voluntary.
18. When considering the lactation accommodations provided at DHS and OHA meetings, conferences and events staff shall consider a "reasonable accommodation" to mean a clean, private space, which is not a restroom, for the purpose of lactation, whether breastfeeding or pumping breast milk.

19. Staff are encouraged to:
 - a. Use response tools during registration to determine whether a private lactation space is required.
 - b. Plan for private lactation space when the number of meeting attendees exceeds 25 individuals, whether or not planners have heard about these needs in advance.
 - c. Work with facilities to ensure that the private lactation space provided meets legal requirements.
20. The Healthy Meeting, Conference and Events policy and these guidelines do not change program requirements and procedures for planning meetings or approving purchases, including documentation, justification, communication or required signatures.
21. DHS and OHA follow all federal and state statutes and rules and all Oregon Department of Administrative Services statewide policies, including Oregon Accounting Manual requirements for meetings.

References

[US Department of Agriculture's Dietary Guidelines for Americans 2015-2020](#)

Forms referenced

Related policies

DHS|OHA-010-019 Health Meetings, Conferences and Events

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