

Policy Title:	Physical Activity and Food in Public Health Division Meetings		
Policy Number:		Version:	Final
Authority:	Oregon Accounting Manual (OAM) - Non-Travel Meals and Refreshments - 10.40.70.PO DHS Policy - Refreshment, Meals, Hospitality - DHS-040-006		
Approved by:		Effective Date:	February 14, 2013

Overview: The Public Health Division (PHD) is committed to promoting health and preventing the leading causes of death, disease and injury in Oregon. As an organization, the PHD models this commitment by supporting a workplace environment that promotes health and prevents disease and injury.

This policy requires that opportunities for physical activity be included in all PHD meetings and that if food is purchased by PHD for meetings it is healthy food.

This policy applies to all meetings conducted by the PHD, including internal meetings, meetings with partners, meetings on-site and off-site, as well as PHD conferences and events.

The purpose of this policy is to create a healthy workplace environment for PHD staff participating in meetings, a common workplace activity that is typically sedentary with a limited food selection.

Policy: All meetings conducted by the PHD will include opportunities for physical activity and will include healthy food, if food is purchased with state funds.

The Healthy PHD Committee is available to assist PHD managers and staff with suggestions on how to include opportunities for physical activity and healthy food in meetings.

Physical Activity

Opportunities for physical activity:

- Will be incorporated into all meetings conducted by the PHD that are more than one-hour in length
- Will be a minimum of five minutes for each 60 minutes of meeting time
- May include but are not limited to, stretching from a seated position and/or standing position, standing up, walking and/or moving around the meeting area
- No one will be required to stand, stretch, walk or otherwise participate in physical activity

Suggestions

Suggestions on how to include opportunities for physical activity in meetings:

- At the start of the meeting announce that an opportunity for physical activity will be included and indicate when
- Include a “stretch break”, “walking break” or “opportunity for physical activity break” as an agenda item on printed agendas or as a slide in visual presentations
- Facilitate a stretching exercise or similar physical activity
 - Consider those of limited mobility
 - Consult a stretching guide such as the SAIF Stretch and Flex Exercises
- Suggest destinations close to the meeting location
 - Suggestions may include restrooms, water fountain, park, a walk around the block or a local point of interest

Healthy Food

Healthy food:

- Will be incorporated into all meetings conducted by PHD when PHD is purchasing the food
- Will be selected based on current public health guidelines and/or best practices for providing healthy food at meetings
- Will be voluntary; no one will be required to eat food that is provided in the meeting

- Food will not be purchased for meetings that are less than three hours, with the exception of coffee and/or tea, unless the meeting is over a meal period.

Meeting planners will make every effort to meet per diem and will follow the exception request process if unable to meet nutritional guidelines within per diem.

Suggestions

Suggestions on how to include healthy food in meetings:

- Include a statement on printed agendas or as a slide in visual presentations
 - Public Health is committed to creating a workplace environment that promotes health and prevents disease and injury. Public Health follows current guidelines and/or best practices for providing healthy food in meetings.
- Maintain a list of caterers who have demonstrated the ability to provide healthy food for meetings
- Consider serving size and/or portion allowance
- Consult current nutritional guidelines and/or best practices for providing healthy food in meetings

Attachments:

- Attachment – SAIF Stretch and Flex Exercises handout
- Attachment – Guidelines for Providing Food and Beverages in Meetings

Policy / Procedure(s) that Apply:

- Oregon Accounting Manual (OAM) - Non-Travel Meals and Refreshments - 10.40.70.PO
- DHS Policy - Refreshment, Meals, Hospitality - DHS-040-006

Form(s) that Apply:

- PHD Special Request Authorization Form (PHD-0001)

Contact: Public Health Leadership; Healthy PHD Committee

Terms	Definitions
Healthy PHD Committee	A division level committee established by the Public Health Leadership team in 2010 in the Public Health Division Wellness Policy that is responsible for developing an employee health and wellness plan.
Physical Activity	Any body movement that works major muscle groups and requires more energy than resting.
Physical Activity Opportunity	Time, space and permission to participate in structured or unstructured body movement that works major muscle groups and requires more energy than resting during the work day.
Healthy Food	Food considered to be beneficial to health
Healthy Food Option	Ability to select food considered to be beneficial to health from food that has provided by PHD during the work day.