

HEALTHY
WORKPLACE



TOOLKIT



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Introduction to **5210 Healthy Washoe Workplaces**

IN THIS SECTION

Welcome Letter

5210 Healthy Washoe Workplaces Framework Small

Steps Poster

Supporting Evidence

5210 Healthy Washoe Workplaces: Getting Started



Adapted From

MaineHealth
LET'S GO!
SMALL STEPS

Welcome!

Welcome to the revised 5210 Healthy Washoe Workplaces toolkit designed to help employers and employees integrate movement and healthy eating into the work day. Wellness isn't something you 'do' only after work. It is a part of every hour! 5210 Healthy Washoe is here to help support employees in improving and maintaining health inside and outside of work.

This toolkit is brought to you by Let's Go!, a nationally recognized obesity prevention program for children and adults based out of Maine Medical Center. Let's Go! uses evidence-based strategies to increase healthy eating and active living across communities that include; schools, child care centers, after school programs, workplaces, and health care practices to ensure that the healthy choice is the easy choice. 5210 Healthy Washoe has been adapted from the Let's Go! program for our local needs.

5210 Healthy Washoe Workplaces is guided by the following principles:

- Focuses on health and wellness for all employees.
- Messages are positive and action oriented.
- Efforts are employee driven.

We hope you find this tool useful at your workplace. Please direct any questions or feedback to the Washoe County Health District at 5210HealthyWashoe@washoecounty.us or visit GetHealthyWashoe.com



5210 Healthy Washoe Workplace Framework

The 5210 Healthy Washoe Workplace tool is designed to integrate movement and healthy eating into your overall worksite wellness initiative.

Increase Healthy Eating at Work

Healthy Meetings and Celebrations

Healthy Vending & Smarter Cafeterias

GUIDING PRINCIPLES:

- Focuses on health and wellness for all employees.
- Messages are positive and action oriented.
- Efforts are employee driven.

Increase Movement at Work

Active Meetings

Walking Meetings

Stairwells & Walking Paths

Support Healthy Employees

Healthy Lifestyles Tips





MOVE MORE

it's a great way to
improve your health

EAT REAL

foods that come from
nature give you energy



DRINK WATER

it's the best choice

REST UP

good sleep restores
your body and mind



—HEALTHY WASHOE—

TAKE ONE **SMALL STEP** TODAY.

MaineHealth
LET'S GO!
SMALL STEPS

Supporting Evidence for 5210 Healthy Washoe

KEY MESSAGE	HEALTHY HABITS QUESTION	EXPERT RECOMMENDATION	RATIONALE	SOURCE
MOVE MORE	1. How many days each week are you physically active?	Aerobic activity should be performed in episodes of at least 10 minutes, and preferably, it should be spread throughout the week.	Spreading physical activity across at least 3 days a week may help to reduce the risk of injury and avoid excessive fatigue.	U.S. Department of Health and Human Services. 2008 Physical Activity Guidelines for Americans. Washington (DC): U.S. Department of Health and Human Services; 2008. http://www.health.gov/paguidelines
	2. On those days, how many minutes are you usually active?	Individuals should engage in 150 minutes of moderate-intensity or 75 minutes of vigorous-intensity activity per week.	Regular activity is associated with reduced cardiovascular risk, reduced risk of metabolic syndrome, and improved weight control.	U.S. Department of Health and Human Services. 2008 Physical Activity Guidelines for Americans. Washington (DC): U.S. Department of Health and Human Services; 2008. http://www.health.gov/paguidelines
EAT REAL	3. How often do you eat while you are doing other things?	Use mindful eating as a skill to help regulate food intake.	Distracted eating can produce an increase in both immediate food intake and intake later in the day.	Robinson E, Aveyard P, Daley A, Jolly K, Lewis A, et al. Eating Attentively: A Systematic Review and Meta-Analysis of the Effect of Food Intake Memory and Awareness on Eating. (2013). Am J Clin Nutr, 97(4), 728-42. https://www.ncbi.nlm.nih.gov/pubmed/23446890
	4. How many fruits and vegetables do you eat each day?	Individuals should consume 2½ cup-equivalents of vegetables and 2 cups of fruit per day.	Foods close to their original source provide maximum nutritional benefit.	U.S. Department of Health and Human Services and U.S. Department of Agriculture. 2015 – 2020 Dietary Guidelines for Americans. 8th Edition. December 2015. http://health.gov/dietaryguidelines/2015/guidelines/

CONTINUED...

SUPPORTING EVIDENCE *CONTINUED*



KEY MESSAGE	HEALTHY HABITS QUESTION	EXPERT RECOMMENDATION	RATIONALE	SOURCE
EAT REAL	5. How many times a week do you eat takeout and fast food?	Cook meals at home. When eating out, choose foods and beverages lower in calories: order a smaller size, share or take home part of a meal, and review calorie content.	Children and adults who eat fast food are at an increased risk of weight gain, overweight, and obesity, particularly when one or more fast food meals are consumed per week.	Obbagy JE, Essery EV. U.S. Department of Agriculture, Center for Nutrition Policy and Promotion. The Food Environment, Eating Out, and Body Weight: A Review of the Evidence. Nutrition Insight, 49. https://www.cnpp.usda.gov/sites/default/files/nutrition_insights_uploads/Insight49.pdf
	6. How many of these drinks do you usually have each day? (Water, coffee, soda, sports drinks, juice, energy drinks, alcohol)	Evidence suggests that sugar-sweetened beverage consumption contributes to the epidemic of obesity in the U.S.	Individuals should decrease consumption of, or altogether avoid, sugar-sweetened beverages. Water is a healthy alternative.	The Obesity Society. Reduced Consumption of Sugar-Sweetened Beverages Can Reduce Total Caloric Intake. Silver Spring, MD; 2014. http://www.obesity.org/publications/position-and-policies/sugar-sweetened
REST UP	7. How many hours of sleep do you usually get each night?	7–9 hours of sleep per night is recommended for most adults; >9 hours may be appropriate for some adults based on other factors.	Sleeping less than 7 hours per night on a regular basis is associated with a host of adverse health outcomes, including weight gain, hypertension, diabetes, heart disease, and even an increased risk of death.	Watson NF, Badr MS, Belenky G, Bliwise DL, Buxton OM, et al. (2015). Recommended Amount of Sleep for a Healthy Adult: a Joint Consensus Statement of the American Academy of Sleep Medicine and Sleep Research Society. Journal of Clinical Sleep Medicine, 11(6), 591-2. http://www.aasmnet.org/resources/pdf/pressroom/Adult-sleep-duration-consensus.pdf
	8. How often do you feel rested when you get up in the morning? (Never, some of the time, most of the time, always)	Address physiological causes of sleep disturbance (e.g. sleep apnea) and practice good sleep hygiene.	Evidence suggests that sleep disturbance may increase obesity risk.	Beccuti G & Pannain P. (2011). Sleep and Obesity. Curr Opin Clin Nutr Metab Care, 14(4), 402-12. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3632337/
	9. How often do you feel that you manage your stress in a healthy way? (never, some of the time, most of the time, always)	Use tension reduction techniques (e.g., diaphragmatic breathing, progressive muscle relaxation, meditation) to control stress. Social support can also help patients manage stressful situations.	Stress is a primary predictor of overeating and relapse after weight loss	Walker, SC, & Foreyt, JP. (2000). Successful Management of the Obese Patient. Am Fam Physician, 61(12), 3615-22. Available at: http://www.aafp.org/aafp/2000/0615/p3615.html

Getting Started

Healthy employees are happy employees!

Employees and employers can work together to make sure that the workplace promotes and supports healthy eating and regular daily activity.

We recommend taking one step at a time.

Perhaps you'll begin by adding movement breaks into meetings or by eliminating soda at meetings and offering a pitcher of ice water instead. Recruit supporters. Cultural change can be challenging. Having allies in various departments will help!

Choose one or two items to get started!



The 5210 Healthy Washoe Workplace toolkit shows you how to:

- Follow the *Healthy Food and Beverage Guidelines for Meetings*.
- Follow the *Healthy Vending Guidelines* if you have vending machines.
- Transform cafeterias into *Smarter Cafeterias*.
- Stand and stretch during meetings.
- Provide movement breaks in meetings.
- Host walking meetings when possible.
- Provide and promote *Safe Walking Routes* at or near your workplace. Encourage and make time for walking breaks. Lead by example.
- Promote *Taking the Stairs* with signs and clean, safe stairwells.
- Share parent handouts with parents and families.
- Incorporate *Healthy Messages* in interoffice communications ex. intranet, e-newsletters, screensavers, newsletters, and bulletin boards.

Increase Healthy Eating at Work

IN THIS SECTION

Healthy Food and
Beverage Guidelines
for Meetings

Alternatives to Food
Rewards at Work

Smarter Workplace
Cafeterias

Making the Healthy
Choice the Easy
Choice in Hospital
Cafeterias: A Case
Study

Instituting Vending
Guidelines at Work

Food and Beverage
Criteria for Vending
Machines

Items That Meet
Nutritional Criteria for
Vended Food



—HEALTHY WASHOE—

Healthy Food and Beverage Guidelines for Meetings and Occasions

Hosting a meeting or celebration? Thinking about providing food and beverages? Follow these guidelines to promote healthy, nourished employees!

GUIDELINES:

- Water — Provide pitchers with cold, fresh water and cups, or bottled water.
- Mealtimes — Food doesn't need to be provided at every meeting, especially at meetings less than one hour.
- Notify meeting attendees ahead of time if food will be provided.
- If possible, avoid holding meetings during lunch. Lunch may be the best time for employees to get movement into their workday.

If your meeting is 2+ hours:

MEETING TIME	CONSIDER PROVIDING	ALWAYS PROVIDE
7 A.M. – 8 A.M.	LIGHT BREAKFAST, COFFEES, TEAS	WATER
9 A.M. – 11:30 A.M.	HEALTHY SNACKS	WATER
11 A.M. – 12:30 P.M.	LIGHT LUNCH	WATER
1 P.M. – 4 P.M.	HEALTHY SNACKS	WATER



CONTINUED...

HEALTHY BEVERAGES:

Provide fresh cold water, milk, coffee, tea or 100% juice. Soda is not a healthy option.

A HEALTHY BREAKFAST INCLUDES:

- Fruit (whole or cut up).
- Whole grains such as whole grain bagels, muffins, granola or oatmeal. You must specifically request whole grain bagels or muffins from your caterer. Ask for 'mini' versions.
- Protein — eggs (hard boiled or egg sandwich if it's a grab and go breakfast), peanut butter for bagels, yogurt, smoothies made with yogurt or protein powder, or protein bars.

A HEALTHY LUNCH INCLUDES:

- Fruit (whole or cut up).
- Vegetables (salad, crudité, soup, hot or cold vegetable sides).
- Whole grains such as sandwich bread, couscous, tabouli, quinoa, crackers. You must specifically request whole grain items from your caterer.
- Entrées — Sandwiches (e.g. turkey, chicken, hummus, portabella mushroom), entrée salads (e.g. chicken caesar salad, chef salad), vegetable pizza with low-fat cheese on whole grain crust.

A HEALTHY SNACK MAY BE:

Trail mix, pretzels, baked chips, veggie platter, fruit (whole or cut up), peanut butter and whole-grain crackers, yogurt or popcorn.

HEALTHY FOOD TIPS:

- Serve whole grains, fruits and vegetables whenever possible.
- Serve small portions — cut items in half or quarters.
- Dessert doesn't have to be heavy — fresh fruit, fruit crisp, or small cookies are excellent choices. No dessert is also an option!
- Include a vegetarian option at all meals.
- Identify food items with signage.
- Serve salad dressing on the side.

Remember!

Do you work in a school, college, or hospital? Ask your food service team what healthy options they have available for in-house catering!



Alternatives to Food Rewards

Has the target been met? The project completed? The deal signed?

AS AN EMPLOYER, YOU HAVE THE OPPORTUNITY TO SUPPORT HEALTHY LIFESTYLES BY ELIMINATING REWARDS THAT UNDERMINE HEALTH AND REPLACING THEM WITH REWARDS THAT ARE JUST AS MEANINGFUL! Providing incentives and rewards for employees can increase productivity and compliance.

WHAT'S THE BEST REWARD FOR YOUR EMPLOYEES? TO GET THE BEST ANSWER, ASK!

Each workplace will have its own resources and limitation on what can be provided. To the right is a list of possibilities to get your wheels turning! Ask your employees to rank the rewards that you can provide in order of what would be most meaningful to them.



Reward Ideas:

- Offer gift certificates that promote health:
 - ▶ Farmersmarket ▶ Local supermarket
 - ▶ Gym/aerobic/ ▶ Massage
 - yoga classes
- ▶ Passes to state or national parks
- Hold a meeting outside or make it a walking meeting.
- Offer a monetary incentive.
- Allow employee to come in an hour later or to leave an hour early.
- Allow casual clothing or jeans on a specific day.
- Allow for an extra-long lunch break.
- Offer an extra vacation day.
- Allow a 'work from home' day.

Healthy Tip!

Reusable water bottles can be a great giveaway and promote healthy behaviors, too!

Smarter Workplace Cafeterias

Smarter Workplace Cafeterias:

- Provides multiple choices of **vegetables, fruits, whole grains, lean protein, and low fat or fat free dairy.**
- Provide fruit in multiple locations. Fruit is displayed in fruit bowls or baskets, not stainless steel pans.
- Offers only healthy items such as fruit, veggie sticks, or water by the check out.
- Offers a **quick-moving 'healthy express'** checkout line for customers not buying chips or desserts.
- Keeps unhealthy a la carte items (such as chips and desserts) away from the main flow of traffic.
- Places the salad bar (if available) in the main line of traffic.
- Offers **healthy items as the default** (brown rice vs. white rice; whole grain bread vs. white bread).
- Makes water the most visible and plentiful beverage available. **Provides and promotes free, cold tap water.**
- Prices unhealthy items (such as soda and ice cream) higher than healthy items (such as water and fruit).
- **Prices are made available** at the point of decision.
- Only advertises healthy food, (i.e. no soda or dessert advertising).
- Offers the healthiest food at the beginning of the serving line.
- Use **descriptive naming** for healthy food items such as 'immune boosting sautéed spinach'.



DO YOU HAVE A SMARTER CAFETERIA?

Want to find out if your cafeteria is 'smarter'? Check out the scorecard here!

<https://www.cdc.gov/obesity/downloads/strategies/Smart-Food-Choices-508.pdf>

Making the Healthy Choice the Easy Choice at Microsoft

CASE STUDY

As a company manager or business owner, you're constantly challenged to find ways to increase productivity while keeping your workplace alive and thriving.

Understanding just how important health is, a high performance company like Microsoft engineered their café to support healthy and engaged employees. The Microsoft Reno Café offers a colorful salad bar and five gourmet, restaurant like food stations at reasonable prices during breakfast and lunch. The majority of their employees frequent the modern café for its convenience and the healthy selection of choices maintained by their chefs with "Dining at Microsoft" (managed by Compass Group). The chefs proudly embrace green cuisine ethics by partnering with local organizations to have seasonal produce delivered daily and WasteNot, a sustainability program to reduce food waste in the kitchen. Their menus are then crafted based on the availability of food. Having healthy eating choices available in a work environment where high productivity is expected encourages their employees to take physical and mental breaks and reduces the time spent traveling to get food by keeping them on site during meals.

Photos by:

Microsoft Reno Café



CONTINUED...

CASE STUDY *CONTINUED*

The byproduct of investing funds to design a café that fosters healthy employees has increased productivity, innovation and worker satisfaction. Microsoft also uses the café's lively perky environment to help attract and retain talent to meet the needs of today's workforce. As a high-performing company, prioritizing employee well-being at Microsoft creates a positive return on their investment. To make the healthy choice the easy choice, Microsoft put the following practices standards in place:

- Enhance the employee experience
- Design a well-lit space for collaboration
- Make healthy meals affordable
- Focus on preparing healthier foods
- Preserve freedom of choice by maintaining availability of less healthy foods, and placing healthier items like the salad bar in the line of sight

"Our Microsoft Reno Café truly enhances our employee workplace experience. It offers high quality, healthy and affordable food options for our more than 500 employees located in Reno," said David Taylor, Community Relations and Communications Manager, Microsoft Reno."

To learn more, visit gethealthywashoe.com or send questions to 5210HealthyWashoe@washoeconomy.us



Instituting Vending Guidelines

Employees eat in a variety of settings at work. Doing your best to ensure your employees have access to healthy foods involves thinking about all places that food is available. This might include cafeterias, snack bars, food from caterers, and vending machines.

Try these three different approaches for creating healthy vending machines. You may start with level 1 and progress through level 2 and 3, or you may begin at level 2 or 3.



LEVEL 1

MAKE HEALTHY CHOICES AVAILABLE

Most vending machines do not currently offer health choices. Provide your vendor with the 'Food and Beverage Criteria for Vending Machines' and request that they fill at least half of the machine with products that meet the criteria.

LEVEL 2

MAKE THE HEALTHY CHOICE THE EASY CHOICE

Ensure that healthy options (fruits, whole grains, vegetables, low fat dairy and the ones that meet the 'Food and Beverage Criteria for Vending Machines') have the lowest price and are placed at eye level and above. Use signage to identify the healthiest options.

LEVEL 3

OFFER ONLY HEALTHY FOOD AND BEVERAGES

Your organization may be ready to implement vending guidelines right away. If that is the case, provide your vendor with the resources available in the following pages 'Food and Beverage Criteria for Vending Machines' and 'Items that Meet Nutrition Criteria for Vended Food' and follow up to ensure the criteria is met.

VENDING GUIDELINES *CONTINUED*

BEST PRACTICES FOR IMPLEMENTING HEALTHY VENDING GUIDELINES:

- Ensure you are working with the person in your organization who manages the relationship with the vendor. This may be the food service director, HR manager, or facilities manager.
- Assess current vending environment — How many vending machines? Where are they located? What's in them? Who services them?
- Taste test new vended snacks (your vendor may be able to do this for you).
- All signage and advertising on the vending machine should be for healthy products only (i.e. water instead of soda).
- Re-evaluate items in the vending machine at least annually.

Healthy Tip!

Implementing vending guidelines makes it easier for people to drink water and eat healthy snacks.



EMPLOYEE SURVEY

Date: _____

This survey should take no more than 10 minutes and is meant to help us gain a better understanding of your preferences for food options in the workplace.

Please check the best answer:

1. How many times per week do you buy food and/or beverages from vending machines/cafeterias/concession stands?

☐ Less than 1 time/week ☐ 1-2 times/week

☐ 3-4 times/week ☐ 5-6 times/week

2. When making a choice at a vending machine/cafeteria/concession stand, how important is: (Mark one box for each item)

	Not Important	Somewhat Important	Very Important
Trying a new product			
Taste			
Price			
Calorie count			
Amount of fat			
Amount of carbs			

3. Are you able to distinguish healthier food and beverage options at your work site?

☐ Yes ☐ No

4. If healthier food options were made available to you, would you purchase them?

☐ Yes ☐ No

5. Comments: _____

Creating a Healthier Vending Machine

MAKE HEALTHY OPTIONS EASIER THROUGH PRICING, MARKETING, AND EDUCATION

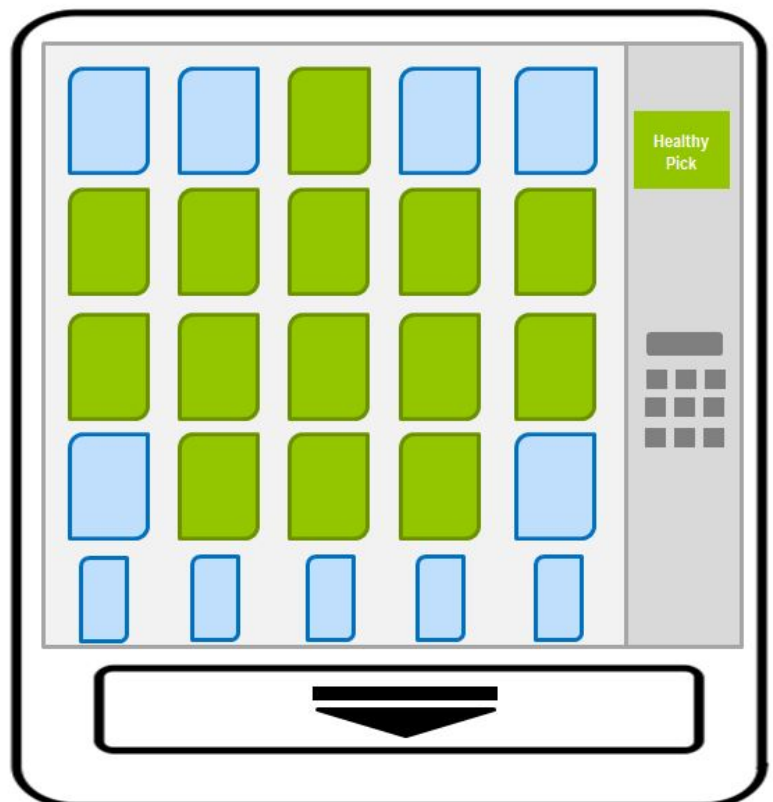
Often the least healthy options in vending machines have the lowest price and the most compelling marketing. This encourages people to purchase these products. These same strategies can be used to promote healthy options by lowering the price, increasing the visibility, and highlighting the healthiest options.

- Use education and marketing to promote healthy products. Advisory councils, wellness teams, and human resources can help with promotion.
- Work with your vendor(s) to price healthy food and beverages at the lowest cost. Be sure to get everything in writing.
- Place healthy items at eye level, with the option to rearrange items as needed.
- Use signage to identify which products are healthy.
- Limit advertising on vending machines to healthy food and beverages.

Sample Planogram

A planogram can be used to show your distributor where you would like healthier snack items placed. Distribute the planogram to your selected vendor and your site supervisor and request foods and beverages be stocked as demonstrated.

25 Slot Non-Refrigerated Snack Machine, 50% or more Healthy Options



Food and Beverage Criteria for Vending Machines

Our organization supports healthy employees by providing high quality, healthy vending options.

REFRIGERATED VENDING MACHINES MUST EMPHASIZE:

- **Fresh Fruit and Vegetables** (e.g. apples, oranges, carrot and celery sticks),
- **Canned fruit** (packed in juice or light syrup),
- **Low fat or non-fat yogurt** with less than 30 grams sugar per serving,
- **Reduced fat cheese** (e.g. part skim mozzarella cheese stick).

NON-REFRIGERATED VENDING MACHINES MUST MEET THE CRITERIA BELOW AND EMPHASIZE:

- **Whole grains** (e.g. where 'whole grain' is listed as the first ingredient).
- **Fruits** (e.g. dried apple rings, dehydrated fruits).
- **Trail mixes** without yogurt or chocolate coatings.

APPROVED BEVERAGE ITEMS:

- **Water** (plain, flavored, and sparkling)
- **1% or fat free milk**
- **100% fruit or vegetable juice**

CRITERIA FOR PACKAGED FOOD ITEMS (AS OFFERED, PER PACKAGE):

- Calories: 200 or less
- Fat: 35% or less of total calories from fat
- Trans Fat: 0g
- Saturated Fat: 10% or less of total calories from saturated fat
- Sugar: 20g or less per package
- Sodium: 200 mg or less

RESOURCES TO DETERMINE IF A FOOD ITEM MEET THE CRITERIA:

- See 'Items that Meet the Criteria for Vended Foods'
- Calculator: http://powervending.org/nutritional_calculator.php



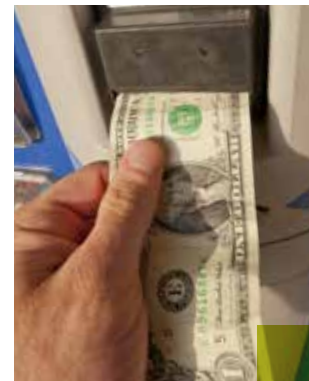
Items that meet the **Criteria for Vended Food**

FOOD VENDING MACHINES MUST EMPHASIZE:

Whole grains, fruits and vegetables, and low fat dairy

CRITERIA FOR FOOD ITEMS (AS OFFERED):

- Calories: 200 or less
- Fat: 35% or less of total calories from fat
- Trans Fat: 0g
- Saturated Fat: 10% or less of total calories from saturated fat
- Sugar: 20g or less per package
- Sodium: 200 mg or less



The following list of vendors provide healthier items that meet the food and beverage criteria:

Washoe County Vendors

ABC Vending
Accent Food Services
AlpenGlow
C & S Vending
Ladd Vending Services
Reno Vending Machines
Rounds Bakery
Tahoe Vending

Healthy Vending Vendors:

H.U.M.A.N. Healthy Vending
Healthy You Vending
Insta Healthy
Naturals2go
Vend Natural
Healthier4U Vending

	GO Almost Anytime	SLOW Sometimes	WHOA! Once-in-a-while
Snacks—Non-Refrigerated	Popcorn (fat-free or low-fat)	Whole grain cereals (hot or cold) with at least 3g fiber and no more than 6g sugar per serving	Candy
	Whole grain cereal (hot or cold) with at least 5g fiber and no greater than 6g sugar per serving	Baked chips	Cookies, cakes, and pies
	Whole grain cereal bar	Animal crackers	Doughnuts
	Whole grain crackers	Graham crackers	Pastries
	Rice cakes	Pretzels	Muffins
	Soy crisps	Nuts and seeds (plain or with spices)	Pop tarts
	Fruit cup in fruit juice	Nuts (light sugar covering or honey-roasted)	Buttered popcorn
	Jerky (low sodium)	Ready-to-eat cereal (low fat, (low fat, whole grain)	Chips
		Peanut butter and crackers	Snack mixes
		100 Calorie Snack Packs	Cheese-flavored crackers
		Fruit cup in light syrup	Fruit cup in heavy syrup
		Whole-grain, low-fat muffins	
		Low-fat granola bar	
		Whole-grain, low-fat fig bars	
		Trail mix (plain)	
		Dried fruit	
		Jerky	
Snacks—Refrigerated	Fruits and vegetables without added fat, sugar or salt	Fruits or vegetables with added fat, sugar or salt	Vegetables fried in oil
	Fat-free or low-fat yogurt, plain	Fat-free or low-fat flavored yogurt with no more than 30g of total sugar per 8 oz serving	Pudding
	Fat-free or low-fat cheese	Low-fat or reduced fat pudding	Yogurt made from whole milk
	Cottage cheese	Reduced-fat cheese or cottage cheese	Frozen desserts
	Hard-boiled eggs		
Beverages—	Water without flavoring or additives	Reduced-fat (2%) milk, plain	Reduced-fat (2%) milk, flavored
	Fat-free or 1% (low-fat) milk, plain	Fat-free or 1% flavored milk with up to 150 calories per 8 oz serving	Whole milk, plain
		100% fruit juice	Whole milk, flavored
		100% vegetable juice	Regular soda
		No- or low-calorie beverages with up to 10 calories per 8 oz serving	Sweetened teas, lemonade, and fruit drinks with less than 20g sugar
		Smoothies (made with low-fat yogurt or other low-fat dairy alternatives and/or fruit/ juice)	Sports drinks, energy drinks, etc. with more than 10 calories per 8 oz serving



Increase Movement at Work

IN THIS SECTION

Active Meeting Guidelines

Led Movement Breaks

Simple Stretches

Top 5 Exercises to Do Anywhere

Walking Meeting Guidelines

Provide and Promote Safe Walking Routes

Promote Taking the Stairs

Movement at Work



Active meeting Guidelines

Movement during a meeting — standing, stretching or participating in a movement break — increases meeting participation and attention span, which can mean a more productive meeting. Let's Go! encourages movement in all meetings. Everyone will benefit from increased movement, no matter how brief. To increase movement during your meetings, follow these basic guidelines and be sure to check out our active meeting posters located in the back of your toolkit!.

GUIDELINES FOR MEETING LEADERS:

- At the beginning of every meeting **let participants know it's okay to stand up** and move during the meeting or to ask for a movement break.
- Provide **one to two movement breaks each hour** (self-directed or structured).
- **Include breaks on the agenda.**
- Always allow for participants to opt out of the activity.
- Movement breaks may be self-directed, led by the meeting facilitator, or video routines may be viewed on a website. Resources for each are in the Workplace toolkit and at getthehealthywashoe.com

GUIDELINES FOR MEETING PARTICIPANTS:

- Movement is always optional.
- **Feel free to stand up in the back of the room.**
- Move only in ways you feel comfortable.
- Assess space and clearance to avoid injury.
- Individuals with acute or chronic conditions, or other concerns about their health, should check with their provider before beginning any new physical activity.

Quick Tips

- When the energy is waning, ask everyone to stand up, take a deep breath, lift their arms over their head to reach to the ceiling, lower their arms and sit back down.
- If your discussion stalls, take a two-minute stretch break.
- Movement breaks can be as quick as two minutes, so no matter how long your meeting is, you can fit one into the agenda!



Led Movement Breaks

Meeting Leaders: Here are a few quick and easy movement breaks. If you prefer, you may show a video for people to follow for the movement break: go to [youtube.com](https://www.youtube.com) and in the search box type: "Instant Recess 5-Minute Physical Activity Break."

TO LEAD A MOVEMENT BREAK, SLOWLY READ ALOUD THE INSTRUCTIONS BELOW:

"Movement is always optional. Move only in ways you feel comfortable and check around you to make sure you have enough space."

TRIATHLON 3-5 MINUTES

WE ARE GOING TO DO A TRIATHLON.

Before starting our triathlon, we will spend some time stretching our strong muscles.

While standing, we will reach our right arm high to the sky. Switch arms.

Lower the left arm and reach both hands down towards the ground (if we are taking care of low backs, we can rest our hands on the front of our legs).

Returning to a standing position, we will reach our arms back behind us as though we are squeezing a beach ball. If it feels comfortable for our shoulders, we can clasp are hands together to open up our chest to prepare for our swim.

Release your hands and return to a standing position in order to get ready for the start of the triathlon. Racers ready? 1...2....3...GO!

The first event is the swim. From your chest, move your arms in a butterfly swimming technique, making large circles out to the side with both arms. Continue swimming as fast as you can to ensure other racers don't pass you.

Following the swim, we will trot over to our transition station to jump on our bike. Standing on one foot, we will make circular patterns with the opposite leg, as though we are pedaling. Switch over to the other foot. Someone is coming up fast behind us, so we need to start pedaling faster!

We've finished the bike portion so it's time to trot over to our last transition to prepare for the run. After completing the swim and bike legs of the race, we will start out with a slow jog, by simply marching in place.

We get passed by another runner so we start to pick up our pace by jogging in place. We see the finish line and pick up the jog to an even faster pace!

As we cross the finish line we throw our arms up in the air and high five the person next to us.

CONTINUED...

ENERGY BUILDER 3-5 MINUTES**TORSO TWISTS**

First we'll do some torso twists while seated. Sit up tall, hands on your thighs. Take a deep breath in and exhale. Slowly turn your body to the right, placing your right hand on your hip and left hand on your thigh. Hold for 10 seconds. Slowly turn back to the front. Take a deep breath in and exhale. Sit tall. Turn to the left side, placing your left hand at your hip and your right hand on the outside of your thigh. Hold for 10 seconds.

HEEL TAPS

Now we'll do some heel taps. Stand up and make sure you have space around you. March in place for one minute. Now, do heel taps. Move your right foot in front of your body placing the heel of the right foot on the ground. Bring the right foot back and move the left foot forward, placing your left foot on the ground. At the same time, alternate

bending the arms at the elbow like you are doing a bicep curl. Use opposite arms and legs. As your right heel taps the floor in front of you, bend your left elbow. Then switch. Do for one minute.

ARM CIRCLES

Now we'll do some arm circles. Stay standing and make sure you have space around you. Extend your arms straight out to the sides, making sure your arms are parallel to the floor. Slowly start making small circles with each outstretched arm. Slowly make the circles bigger and bigger in diameter until you are making large arm circles (take about 30 seconds to go from small circles to large circles). Then reverse the movement, going in the opposite direction.



BOOT CAMP BREAK 2-5 MINUTES

“We will perform 4 exercises for 15 seconds each in this movement break. Everybody stand up and give yourself some space.”

1 SINGLE LEG BALANCE

If you are working on balance, steady yourself by holding onto a wall or chair for this move. Balance on one foot and lift the other foot off the ground. Begin to draw a square in one direction out in front of you with your opposite foot. After 15 seconds, change the direction of your square. Switch legs and repeat.

2 BOXING

Pretend you have a punching bag in front of you. With stomach tight, begin to punch the bag with alternating arms for 5 seconds. Increase the speed of your punches by hitting the bag more quickly for the last 10 seconds. Don't forget to breathe.

3 Y'S, T'S & W'S

The next sequence is a set of shoulder strengthening exercises, so try to think about pulling your shoulder blades down and back away from your ears, keep your knees soft and your ears directly over your shoulders. While standing, place your hands up overhead in a Y position, keeping your shoulder blades down and back for 5 seconds, then bring your arms out to the side in a T position with thumbs pointing to the sky. Rotate your hands to point your thumbs towards the floor. Conclude with a W, by bringing your elbows to your sides with your fingertips up and thumbs pointing behind you for 5 seconds, squeezing your shoulder blades together.

4 MARCH IN PLACE

Stand in place and begin to march and don't forget to move your arms. If you feel comfortable in the last 5 seconds, pick up your pace by making your march a jog.



SIT AND GET FIT CIRCUIT

“We will perform this circuit while seated. There will be a series of 6 exercises that will be performed back-to-back 5 times. All of the exercises will be performed while sitting at the edge of your seat with the legs even with the chair and maintaining an upright posture.”

1 SHRUGS

Make fists with your hands and let them hang by your sides. Shrug your shoulders by bringing your shoulders up towards your ears and hold for 2 seconds and slowly lower. Repeat 5 times.

2 BICEP CURLS

Start with the left arm, make a fist and let it hang toward the floor. Use the right hand to provide resistance. Slowly raise the left fist toward the left shoulder, hold for 1 second and slowly lower it. Repeat 5 times. Switch to the right arm.

3 OVERHEAD PRESS

Bringing your elbows to shoulder height, bend your arms at the elbow and hold your fists to the ceiling, push your fists up overhead towards the ceiling, keeping your hands about shoulder-width apart, then slowly lower 5 times.

4 LEG EXTENSIONS

Sit with your feet on the floor and thighs even with the floor. Slowly straighten one leg until your knee almost locks and then bring it back to starting position without touching your foot to the floor. Repeat on each side 5 times.

5 AB CRUNCHERS

Place the hands at the side of the head and rest your elbows on your thighs. Contract the abdominals while applying pressure on the thighs with the elbows, holding for 2 seconds. Repeat 5 times.

6 BUTT BUSTERS

While sitting up tall in your chair tighten the bum. Hold for a count of 1 and repeat 5 times.

“Now let’s quickly go through the circuit again 5 times without any rest in between each.”

(Start with #1 and lead the group through to #6)



Simple Stretches



CALVES



UPPER BODY



BACK



NECK



KNEES



QUADRICEPS

Top Five Anywhere Exercises

All of these exercises can be done with limited space and no equipment!



1 KNEELING PUSH-UPS

Start with your knees on the ground, feet lifted and your hands directly underneath your shoulders. Put your body into a kneeling plank position. Slowly lower your chest down and push your body back up to the starting position. You can also do these on the wall to start or on your toes as you gain more strength.



2 PLANKS

Start by lying face down. Place your elbows and forearms underneath your chest and prop yourself onto your toes and forearms. Maintain a flat back and do not allow your hips to sag toward the ground. These can also be done in a kneeling position. Start by holding this position for 10 seconds and work your way up to a longer time!



3 SQUATS

Sit back like you are sitting in a chair, bending at the knees, hinging at the waist and putting your weight in your heels. Be careful not to extend your knees over your toes! Return to standing once you have reached a comfortable range of motion. Taking care of knees? Don't go as far down into the squat or use a chair behind you. Slowly sit back on the edge of the chair and then return to a standing position.



4 JUMPING JACKS

Start out with this move by stepping one foot out, then the other. As you feel comfortable, work up to jumping both feet out at one time and bring your arms out into a V-position at the same time. Great for warming up your muscles!



5 RUNNING IN PLACE

Just starting out? March in place and build up to a jog. Keep it up for 10–30 seconds. This simple exercise gets the heart pumping and works important muscles!

Walking Meeting Guidelines

BEFORE A WALKING MEETING:

- Provide advanced notice.
- Ask invitees if they would be interested in a walking meeting. Walking meetings are always voluntary.
- Encourage comfortable clothing and walking shoes.
- Set an agenda and distribute it ahead of time so walkers are prepared.
- Decide on the route and length ahead of time. Parks, trails and walking paths are good options.
- Avoid busy roads and noisy places.
- Confirm there are safe sidewalks and places to cross roads safely.

DURING A WALKING MEETING:

- Read the agenda out loud to walkers before you start walking.
- Ask walkers to turn off their cell phones.
- Remind walkers to avoid confidential conversations.
- Walk at a pace that is comfortable for all.
- Encourage walkers to speak up if the pace is uncomfortable.
- Track your distance with a walking app like Walk Watch or RunKeeper.
- Obey all traffic laws.

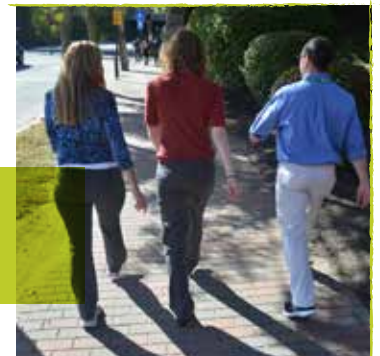
WHY LEAD A WALKING MEETING?

Walking Meetings provide a chance to:

- Move
- Re-energize
- Reduce stress
- Enjoy fresh air and natural light
- Increase productivity
- Strengthen teams and relationships
- Shift group dynamics

AFTER A WALKING MEETING:

- Recap and document next steps. Distribute by email after your walking meeting.
- Ask for feedback on how to improve future walking meetings.
- Share distance walked with walkers.



Provide & Promote Safe Walking Routes

Make it easier for employees to fit more movement into their day by providing and promoting walking routes at or near the workplace.

To provide and promote safe walking routes:

FIND SAFE AREAS TO WALK

Safe areas could include non-congested indoor hallways, around the edges of the employee parking lot, a nearby town park or walking path, or sidewalks through a nearby neighborhood.

GET APPROVAL

Remember to check with the building owner or property management before installing signage or marking distances.

MEASURE DISTANCE OF WALKING ROUTES (OPTIONAL)

For routes on your organization's property, mark or post distances. Use an app such as Walk Watch or RunKeeper or ask to borrow a measuring wheel from your local recreation department or police department.

PROMOTE WALKING OPTIONS

Install signage along paths to direct walkers and show them the distance they have walked. Provide laminated walking maps in conference rooms so meeting attendees know where they can take a walk during a movement break. Recruit champions (including department and senior management and wellness committee members) to lead by example by taking walks and leading walking meetings. (See Active Meeting Guidelines and Walking Meeting Guidelines handouts.)

PROVIDE TIME FOR WALKS

Allow and encourage staff to take walking breaks.



Promote Taking the Stairs

Taking the stairs is a great way for employees to add movement to their day.

To Promote Taking the Stairs:

CHECK STAIRWELLS

Address maintenance issues and make sure your stairwells are clean and well lit.

GET APPROVAL

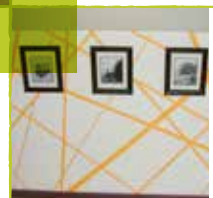
Remember to check with the building owner or property management before installing signage.

PROMOTE THE STAIRWELL OPTION

Hang point of decision signage near elevators and stairs and hang motivational signage inside stairwells. (See Healthy Workplaces toolkit online to print motivational signage.) Recruit champions (including department and senior management and wellness committee members) to lead by example by taking the stairs.

In Action!

Anthem Blue Cross and Blue Shield posted signage and employee art in stairwells to encourage taking the stairs.



Support Healthy Employees

IN THIS SECTION

HEALTHY LIFESTYLE TIPS

Healthy Habits Questionnaire

Healthy Brown Bag Lunches

Healthy Shopping on a
Budget

Healthy Tips for Dining Out

Healthy Portions

EMPLOYEE EDUCATION

Breakfast is Best

A Meal is a Family Affair

Tips for a Healthier Diet

How to Add Fiber to Your Meal

Fruits and Vegetables all year
long

Understanding Food Labels

Promote Healthy Viewing Habits

Unplugged

Screen Time and the Very Young

How Much Sugar Do You Drink?

Tips and Education



Healthy Habits

We are interested in the health and well-being of all our employees. Please take a moment to answer these questions.

Your Name: _____ Today's Date: _____



1. How many days each week are you physically active? _____
2. On those days, how many minutes are you usually active? _____
3. How often do you eat while you are doing other things?
(for example, using the phone or computer, watching TV, reading a book)
☐ Never ☐ Some of the time ☐ Most of the time ☐ Always
4. How many fruits and vegetables do you eat each day? _____
5. How many times a week do you eat takeout and fast food? _____
6. How many of these drinks do you usually have each day?
____ Water ____ Coffee ____ Soda ____ Sports drinks
____ Juice ____ Energy drinks ____ Alcohol ____ Other
7. How many hours of sleep do you usually get each night? _____
8. How often do you feel rested when you get up in the morning?
☐ Never ☐ Some of the time ☐ Most of the time ☐ Always
9. How often do you feel that you manage your stress in a healthy way?
☐ Never ☐ Some of the time ☐ Most of the time ☐ Always
10. Is there one thing you would like to do to be healthier?
☐ Move more ☐ Eat more real foods ☐ Drink more water ☐ Get better rest ☐ Other _____

Turn this over for Small Steps to get started toward your goal..

MaineHealth

LET'S GO!

SMALL STEPS

When it comes to your health, *small steps* go far!



Move More

it's a great way to improve your health

Sit less — for every hour that you sit, move for 3 minutes.

Move for 30 minutes each day. It's ok to break it into small amounts — 10 minutes, 3 times a day.

Count your minutes — aim to get at least 150 minutes every week.

Make it fun. Walk with a friend, co-worker or a dog.

Take the stairs. You can use them in any kind of weather.



Eat Real

foods that come from nature give you energy

Choose foods in their natural form. Eat less packaged food.

Check labels and choose foods without sugar in the first 3 ingredients.

Add fiber. Fill half your plate with vegetables and fruits at every meal.

Cut down on portions. Serve food on smaller plates.

Enjoy your food. Eat slowly. Pause before each bite. Stop before you're full.



Drink Water

it's the best choice

Keep water handy. Carry a refillable bottle.

Fill up. Drink a glass of water before meals. It will help you eat less.

Add flavor. Put a fruit wedge in your water.

Make it easy to remember. Keep a pitcher of water in the refrigerator.

Limit sugary drinks. Reach for water instead.



Rest Up

good sleep restores your body and mind

Try to get 7–9 hours of sleep every night.

Go to bed and wake up at the same time every day. You'll sleep better.

Unplug. Turn off the TV and mobile devices at least one hour before you go to sleep.

Follow the same bedtime routine every night.

Find time to relax. Take 10 minutes a day of quiet time to refocus and energize.

Healthy Brown Bag Lunches

MONDAY:

- ½ cup low-fat cottage cheese
- 10–15 whole wheat crackers with 1–2 tablespoons almond butter, peanut butter or sunflower seed butter
- Assorted vegetables (e.g. tomatoes, sweet peppers, carrots, broccoli, etc.)
- Tea, coffee or water*

TUESDAY:

- ½ of a large or 1 mini whole wheat bagel
- 1–2 tablespoons almond butter, peanut butter or sunflower seed butter
- Apple or banana
- 6 ounces low-fat, low-sugar yogurt
- Tea, coffee or water*

*Healthy Choice

If you think you'll need more food than listed here to fill you up, increase your portions of fruits and veggies first!

WEDNESDAY:

- 6 inch whole wheat tortilla with 2–3 ounces turkey, 1 ounce low-fat cheddar cheese, 2 tablespoons hummus and assorted vegetables (e.g. tomatoes, sweet peppers, carrots, broccoli, sugar snap peas, etc.)
- Grapes
- 8–10 whole wheat pita chips or multigrain tortilla chips
- Tea, coffee or water*

THURSDAY:

- Burrito made with ½ cup black beans, ½ cup brown rice, salsa and 2 tablespoons low-fat plain Greek yogurt on a 6 inch whole wheat tortilla (feel free to add any other vegetables you like on burritos like lettuce, onion, and peppers, too)
- Orange
- Tea, coffee or water*

FRIDAY:

- 3–4 ounces grilled chicken on salad greens with assorted vegetables (e.g. tomatoes, sweet peppers, carrots, broccoli, sugar snap peas, etc.)
- 1 ounce feta cheese, and 1–2 tablespoons oil-based or light creamy dressing
- 3 cups air-popped popcorn
- Tea, coffee or water*

BROWN BAG LUNCHES *CONTINUED*



SHOPPING LIST:

- Lean deli turkey
- Raw vegetables of your preference (e.g. tomatoes, sweet peppers, carrots, broccoli, sugar snap peas, etc.)
- 6 inch whole wheat tortilla
- Hummus
- Grapes
- Low-fat cottage cheese
- Whole wheat crackers
- Whole wheat bagels (large or mini size)
- Almond butter or peanut butter
- Apples or bananas
- Low-fat, low-sugar yogurt (look for 20 grams of sugar or less per serving)
- Brown rice
- Black beans
- Salsa
- Low-fat plain Greek yogurt
- Orange
- Grilled chicken
- Salad greens
- Feta cheese
- Oil-based or light creamy dressing
- Air-popped popcorn



Healthy Shopping On a Budget



These tips will help you save time, save money and eat healthier!

PLAN AHEAD

Take time on the weekend to plan 3–4 healthy dinners for the upcoming week. No need to make a meal every day of the week. Make extra that can be eaten on those busy nights when you can't cook — leftovers!

USE WHAT YOU HAVE

Take time to go through the pantry, fridge and freezer. Take note of what's on hand.

MAKE A LIST

Make a list of what you need and stick to it.

LOOK FOR SALES

Use store flyers when planning your menu. Plan your menu around what fruits and vegetables are on sale each week.

TRY CANNED OR FROZEN PRODUCE

Canned or frozen fruits and vegetables keep for a long time and may be less expensive per serving than fresh. Look for items that are made with no added sauces or sugar, or that are labeled either "low sodium", "no salt added" or "in 100% juice."

SHOP IN SEASON

Buying fruits and vegetables in season generally means your food not only tastes better, but costs less. Check out your local farmers' market or look for farm stands in your community.

GO GENERIC

Try store brands. Store brands on average are cheaper by about 26% to 28% and their quality is usually the same or better than that of name brand products.

BUY IN BULK

Buy in bulk when foods are on sale. Frozen and canned fruits and vegetables, and some fresh items (like apples and carrots) will last a long time. If you have storage space, save money by stocking up on the foods you eat more often.

SHOP THE PERIMETER

Spend most of your grocery budget on foods found around the outside of the store like fruits, vegetables, low-fat dairy and lean protein foods. Limit your shopping in the middle aisles to staples like whole wheat pasta, rice, canned tuna, and almond butter or peanut butter.

COMPARE UNIT PRICES

Use the unit price to compare similar products. This will help make sure you are getting the best deal. The unit price is the cost per a standard unit (often in ounces or pounds) and is usually found on a sticker on the shelf beneath the item.

DON'T SHOP HUNGRY

People who shop when they are hungry or stressed tend to not only buy more food, but also buy healthier food items.

Healthy Tips for Dining Out

Here are some tips to help make dining out tasty AND good for you.

Ask your server...

...FOR A CARRY-OUT BOX AT THE BEGINNING OF YOUR MEAL!

Restaurants tend to serve big portions — put some of your meal in a carry-out box before you start to eat. You save some calories AND get to enjoy the meal again for lunch tomorrow — a great way to save money!

...TO SPLIT THE ENTRÉE OR FOR A SECOND PLATE TO SHARE WITH A FRIEND.

...FOR FAT-FREE MILK INSTEAD OF WHOLE MILK OR CREAM

Fat-free or skim milk contains all the calcium and vitamins of whole milk, with no saturated fat and with fewer calories.

...FOR THE FAT TO BE TRIMMED FROM MEAT AND CHICKEN

Trimming the visible fat from meat is an easy way to make a delicious meal more heart-healthy.

...FOR SAUCE ON THE SIDE (LIKE BUTTER, GRAVY, AND SALAD DRESSINGS)

Many sauces and dressings contain extra fat and sugar that add up to extra calories — order the sauce for your meal on the side, and you control how much you eat.

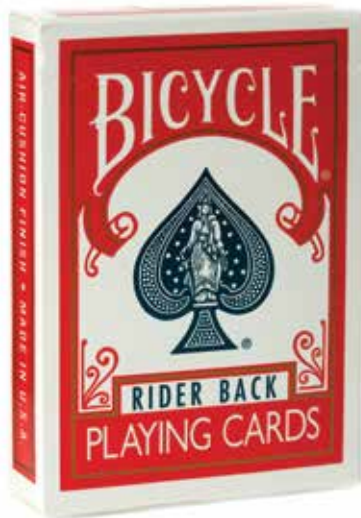


WHEN ORDERING HEALTHIER MEALS, LOOK FOR WORDS LIKE:

- | | | | |
|----------------|-----------|-----------|---------------------------------|
| ■ Steamed | ■ Broiled | ■ Roasted | ■ Lightly sautéed or stir-fried |
| ■ Garden Fresh | ■ Baked | ■ Poached | |

What is a Healthy Portion?

Food portions are larger than ever these days—usually much more than we need. Choose your starting portion size by relating food to everyday items.



A serving of meat, fish, or poultry is equal to a deck of cards.



A serving of fruit or vegetables is about the size of a tennis ball.



A serving of nut butter or salad dressing is about the size of a ping-pong ball.



For toddlers, the right portion size is the size of the palm of their hand.

USE THESE TIPS TO HELP KEEP YOUR PORTIONS RIGHT-SIZED.

- Start with one portion of each food on your plate. If you are still hungry, you can always get more.
- Use the MyPlate model to create a balanced plate. Fill half of your plate with veggies (and/or fruit), $\frac{1}{4}$ with protein, and $\frac{1}{4}$ with starch, preferably a whole grain.
- Check the serving size on packaged foods for guidance on portion size.
- Eat your food while sitting down and using a plate or bowl. Avoid eating directly out of packages.
- Eat regularly throughout the day; this helps keep you from getting too hungry.
- Serve food on smaller plates.
- Serve meals from the stove. This can help you avoid eating more when you are no longer hungry.
- At restaurants, ask for a lunch-size portion, split your meal, or box up half to take home.
- Skip the “clean plate” club. Instead, start with smaller portions, savor your food, and eat until you are satisfied.
- Role model the behaviors that you want your children to develop.



No
more
**clean
plate
club**

A Healthy Start Breakfast is Best

**KEEP IT SIMPLE,
BUT KEEP IT DELICIOUS!
YOU MAY LIKE:**

- Oatmeal with cinnamon, applesauce, and a glass of milk
- A waffle or pancake with blueberries
- An English muffin with a slice of ham, egg, and cheese
- A raisin bran muffin, a banana, and a glass of milk.

**CHOOSE WHOLE GRAINS MOST
OF THE TIME!**

WHY EAT BREAKFAST EVERY DAY?

- It will give you the energy you need to start your day. It is “fuel” for the body!
- It can help you focus on work or school!
- It can help you feel and act your best!
- It can help keep you healthy!

**Try a variety of healthy foods!
Find the ones YOU like!**

NOT HUNGRY IN THE MORNING? START SMALL...TRY:

- A cup of yogurt (plain — add your own fruit).
- A piece of fruit such as a banana, orange, or apple.
- A bowl of cereal with milk.
- A slice of toast with nut butter and a glass of milk.
- Half of a toasted English muffin with a slice of cheese.
- Trail mix of raisins, nuts, and cereal.

boost your
energy and
brain power!



A Meal is a Family Affair

In such a busy world, mealtimes often revolve around our lifestyles. As a result of this, we miss meals or eat foods that are not the best for our bodies. **Did you know experts have found that kids who eat regularly with their families are more likely to eat fruits, vegetables, and whole grains?** So, no matter how busy life may seem, it's important to make family meals a priority.



together
energy

TO GET STARTED, TRY SOME OF THESE IDEAS:

- Choose a time when everyone can enjoy at least one meal together — it may be breakfast, lunch, or dinner.
- As the parent, you should decide what time meals are served and what the food choices are. Your children can then decide what and how much to eat of what's offered.
- Include your children in preparing the meal.
- Gather around the table for a meal and turn the TV and mobile devices off.
- Make the meal pleasant by keeping the conversation positive.
- Role model the habits you want your children to develop.

Tips for a Healthier Diet



Healthier foods are generally more “nutrient-dense.” This means they provide lots of vitamins and minerals along with the calories they contain.

NUTRIENT-DENSE AND EASY TO INCLUDE IN YOUR DIET:

- Frozen fruits and vegetables
- Canned beans (*rinse and drain well*)
- Fresh fruit in season
- Whole grains in bulk
- Store brand whole-grain breakfast cereals

BY CHOOSING NUTRIENT-DENSE FOODS LIKE THESE, YOU CAN MAKE SURE YOUR CALORIES COUNT:

- Vibrant, deeply-colored fruits and vegetables
- Lean meat, skinless poultry, fish, eggs, beans, and nuts

TIP: The leanest cuts of meat end in “loin” or “round”

- Fiber-rich whole grain foods
- Milk, cheese, and yogurt

TIPS TO HELP YOUR FAMILY HAVE A HEALTHIER DIET:

Are you looking to help everyone in your family eat healthier? Here are some ideas for how to successfully introduce new foods and improve the quality of your family's diet.

- Offer new foods over and over again. It can take many exposures to a food before a child is willing to try it.
- Offer less familiar foods alongside your child's favorite foods to increase the chances they'll try it.
- Mix more nutritious foods into less nutritious ones. For example, mix whole grain cereal into your child's favorite cereal, plain yogurt into sugar-sweetened yogurt, and whole grain flour into your pancake mix.
- Make your own versions of favorite foods (e.g. pizza with whole wheat dough and veggies on top, baked 'French fries' tossed in olive oil and salt).
- Let the kids help you cook! They are more likely to try something they helped make.
- Have fresh veggies available for kids to snack on while they wait for dinner to be ready.
- Be prepared with healthy on-the-go options: whole or dried fruit, nuts, hard boiled eggs, cheese sticks, yogurt cups, and single-serve fruit cups canned in water or 100% fruit juice are all good options.

How to Add Fiber to Your Meal

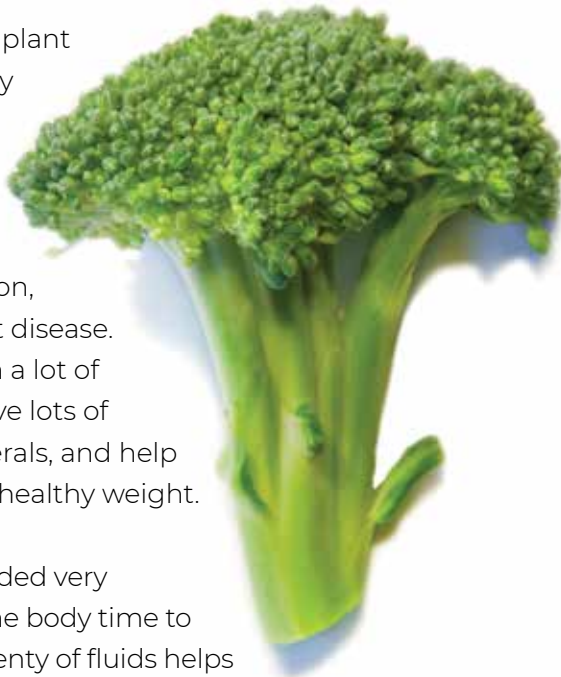
Fiber is the part of plant foods that the body cannot digest. Eating more fiber can help your child prevent constipation, diabetes and heart disease. Foods that contain a lot of fiber are filling, have lots of vitamins and minerals, and help children maintain healthy weight.

Fiber should be added very gradually to give the body time to adjust. Drinking plenty of fluids helps fiber do its work.

HOW MUCH FIBER IS ENOUGH?

You can find out how much fiber is in food by looking for the “dietary fiber” line of food labels.

Women should aim for 25 grams while men should target 38 grams of fiber a day.



HERE ARE SOME EASY WAYS TO ADD FIBER

- Serve high-fiber cereal like bran flakes, oatmeal, or shredded wheat.
- Add some raisins or berries to breakfast cereal.
- Serve whole fruit instead of juices.
- Eat vegetables that are really high in fiber like carrots, winter squash, broccoli, cauliflower, peas, potatoes and avocado.
- Add a salad to lunch or dinner.
- Eat apples, pears, and potatoes with the peels on.
- Add beans (like kidney or navy beans), chickpeas, or lentils to salads and soups or eat baked beans as a side dish.
- Popcorn makes a great high-fiber snack.
- Fill $\frac{3}{4}$ of the lunch or dinner plate with plant-based foods, such as fruits, vegetables, and whole grains.

Fruits and Vegetables All Year Long!

There's no reason not to have fruits and vegetables year-round. Here's why frozen or canned produce is a good choice:

FOR HEALTH

- They're just as good for you as fresh fruit and vegetables — their nutrients are preserved in the canning and freezing process.
 - ▶ Choose fruit packed in their natural juice, not in syrup.
 - ▶ Choose canned vegetables that are salt-free. You can season to taste. If you have only have salted canned vegetables, rinse in water before preparing.

FOR SAVINGS

- They cost less than fresh fruit and vegetables.

5

**Eat at least
five fruits and
vegetables a day!**



FOR CONVENIENCE

- They're always in season.
- You'll have lots of choices.
- They're easily stored.
- They're already washed and cut — ready for your favorite recipe!

ADD FROZEN AND CANNED VEGETABLES TO

- Chili
- Pasta sauce
- Soups or stews
- Casseroles
- Stir-fry

Use canned black beans, corn, peppers, and onions to spice up a Mexican dish. Add chick peas or kidney beans to any salad.

ADD FROZEN AND CANNED FRUITS TO

- Smoothies
- Fruit salad
- Yogurt parfaits
- Cereal
- Plain yogurt
- Stir-fry (pineapple)

Or simply use as a side dish!

SOOOOOO **cool!**

Understanding Food Labels

WHAT CAN I USE THE NUTRITION FACTS LABEL FOR?

- Getting a general idea about how healthy a food is.
- Figuring out what counts as one serving and how many calories are in each serving.
- Comparing two similar products to choose the healthiest option.

1 START HERE

Start by checking what counts as one serving size and how many servings there are per package.

3 KNOW YOUR FATS AND REDUCE YOUR SODIUM

Aim to eat only small amounts of saturated fat and cholesterol. Keep *trans* fat to 0. Limit your sodium by choosing foods with less sodium.

4 GET ENOUGH OF THESE NUTRIENTS

Aim to get enough fiber, vitamins, and minerals.

Nutrition Facts

8 servings per container
Serving size 2/3 cup (55g)

Amount per serving
Calories 230

	% Daily Value*
Total Fat 8g	10%
Saturated Fat 1g	5%
<i>Trans</i> Fat 0g	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	13%
Dietary Fiber 4g	14%
Total Sugars 12g	
Includes 10g Added Sugars	20%
Protein 3g	
Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 235mg	6%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

CHECK CALORIES 2

How many calories would you eat if you ate a whole package? Multiply the number of "servings per container" by the "calories."

QUICK GUIDE TO % DAILY VALUE

5% or less is Low, 20% or more is High. Use the % Daily Value to compare similar foods and choose the healthiest option.

WATCH OUT FOR THESE COMMON MISCONCEPTIONS:

- Assuming "sugar-free" or "fat-free" means a product is low calorie or healthy; it's not true!
- Buying something because it says "organic," "natural," "multigrain," or has some other "healthy" claim. These statements do not necessarily mean a product is good for you.
- Assuming that a package or bottle is only one serving. Many beverage bottles and packages of chips, cookies, and candy are actually 2 or 3 servings!

For more information visit [fda.gov](https://www.fda.gov) and search "Food Labeling"

Promote Healthy Viewing Habits

How much screen time is too much?

The American Academy of Pediatrics (AAP) recommends that kids under 2 years old not have any screen time with the exception of video chatting, that children between the ages of 2 and 5 have no more than 1 hour a day of quality programming, and that children 6 and older limit screen time to 2 hours or less.

Why is this important?

The first two years of life are considered a critical time for brain development. TV and other electronic devices can get in the way of exploring, playing, and interacting with parents and others, which encourages learning and healthy physical and social development.

HERE ARE SOME TIPS YOU CAN USE TO HELP YOUR CHILD DEVELOP POSITIVE SCREEN TIME HABITS:

- Keep screens out of your child's bedroom.
- Turn off TV and put away handheld devices during meal time.
- Treat screen time as a privilege to be earned — not a right.
- Establish and enforce family viewing rules, like allowing screen time only after chores and homework are complete.
- Make a list of fun activities to do instead of being in front of a screen. Keep books, magazines, and board games easily available.

WHAT COUNTS AS SCREEN TIME?

Screen time means any time spent using TVs, computers, video games, tablets, and/or smart phones.



Unplugged!

Life is a lot more fun when you join in!

INTERESTING FACTS ABOUT TV:

- Screen time can be habit-forming: the more time children engage with screens, the harder time they have turning them off as they become older children.
- Over 50% of advertisements accompanying children's TV shows are about foods, and up to 98% of these promote foods that are high in fat, sugar, and/or sodium.
- Reducing screen time can help prevent childhood obesity.
- Children who spend less time watching television in early years tend to do better in school, have a healthier diet, be more physically active, and be better able to engage in schoolwork in later elementary school.
- Limiting exposure to television during the first 4 years of life may decrease children's interest in it in later years.

Adapted from Campaign for a Commercial-Free Childhood

Check these out!

- Center on Media and Child Health: cmch.tv
- Campaign for a Commercial-Free Childhood: commercialfreechildhood.org

TRY SOME OF THESE "UNPLUGGED" ACTIVITIES INSTEAD OF WATCHING TV.

- Take a walk
- Ride a bike
- Go on a nature hike
- Put together a jigsaw puzzle
- Go camping (even if it's just in the backyard)
- Go to a school sporting event
- Play a board game
- Read a book
- Play outside
- Turn on the music and dance
- Start a journal

Screen Time and the Very Young

Do yourself and your young children a favor — create an electronics-free bedroom and role model by reducing your own recreational screen time.

The American Academy of Pediatrics recommends NO screen time for children under 2 years of age with the exception of video chatting. Listed below are some of the effects that excessive screen time (over two hours a day) can have on the very young.

EXCESSIVE SCREEN TIME

- Can be habit-forming. The more time a young child is engaged with screens, the harder time they have turning them off as older children.
- Is linked to irregular sleep patterns and delayed language acquisition for children under 3.
- Is associated with problems later in childhood, including lower math and school achievement, reduced physical activity, social challenges, and increased BMI.
- Means less time involved in creative play and constructive problem solving.

REDUCED SCREEN TIME

- May lead to decreased interest in screen time when children are older.
- Can help prevent childhood obesity by allowing more time for physical activity and less exposure to television advertising for unhealthy foods targeted at children.
- Is related to doing better in school, having a healthier diet, being more physically active, and being better able to engage in school work.
- Can start now! Limiting exposure before age 6 greatly reduces some of the risks of excessive screen time.



How Much Sugar Do You Drink?

Consider how frequently you or your kids enjoy these, and similar, drinks. They provide loads of sugar and little if any nutrition.

Common Drink Choices

DRINK	SIZE	TOTAL CALORIES	SUGAR GRAMS	TEASPOONS SUGAR
ARIZONA® GREEN TEA & HONEY	20 oz	210cal	51 g	12
COCA-COLA® CLASSIC	20 oz	250 cal	65 g	15
DOLE® 100% APPLE JUICE	15.2 oz	220 cal	48 g	11
DUNKIN' DONUTS STRAWBERRY FRUIT COOLATA®	16 oz	290 cal	65 g	15
GATORADE®	20 oz	130 cal	34 g	8
GLACEAU VITAMIN WATER®	20 oz	125 cal	32.5 g	8
MONSTER ENERGY® DRINK	16 oz	200 cal	54 g	13
MOUNTAIN DEW®	20 oz	275 cal	78 g	18
POLAND SPRING® WATER	20 oz	0 cal	0 g	0
SPRITE	20 oz	250 cal	65 g	15
STARBUCKS BOTTLED FRAPPUCCINO	9.5 oz	200 cal	32 g	8

TIPS TO MAKE CUTTING BACK ON SUGARY DRINKS EASIER:

- Cut back slowly.
- Don't replace soda with other sugary drinks, such as juice and sports drinks.
- Remember, water is the best drink when you are thirsty.
- Make water and milk the primary drinks of choice at your home.
- Buy fewer and fewer sugary drinks each week until you no longer buy any!

Healthy Messaging

IN THIS SECTION

Healthy Messaging Channels

Quick Messages

Short Messages

Long Messages

Workplace Posters



Healthy Messaging Channels

Take a moment to consider what channels you currently use to communicate with employees. Possibilities may include:

- Newsletters
- E-newsletters
- Bulletin Boards
- Screensavers
- Posters in Common Spaces
- Emails
- Facebook
- Intranet
- Twitter
- And more...



Healthy Messaging Quick Messages

Here are some sample messages that you can distribute. Consider these quick messages for screen savers, the intranet, or social media.

- “ Do a little bit more physical activity, a little more often!
- “ Get more daily activity! Walk around the building before you go to your car.
- “ Get more daily activity! Invite a co-worker for a walk during lunch.
- “ Walking is a great way to start being active more often!
- “ Walking helps lower your blood pressure.
- “ Walking gives you more energy.
- “ Walking helps relieve stress.
- “ Walking helps you sleep better.
- “ Celebrate family occasions with a walk or hike.
- “ Get outside and play.
- “ Bike to your children's sporting events.
- “ Walk the dog.
- “ Family meal time is important; take 10–15 minutes to sit down together.
- “ How do you involve your family in meal planning.
- “ Don't waste time waiting for the elevator, use the stairs!

Social Media Tips

Social media is great for stirring up conversation around a topic or message. It can be used to inspire or assist people in making changes. Follow the number one rule: share information or ask questions in a way that makes healthy choices fun, easy, and popular!

EXAMPLES OF FACEBOOK POSTS FROM THE LET'S GO! PAGE:

- “ Are you a bottle water or tap water person?
- “ What 'in season' produce are you looking forward to eating?
- “ What are your tips for making quick, healthy, homemade meals?
- “ Like this post if cool, clear, crisp, refreshing water is your favorite way to stay hydrated
- “ How do you stay active in the winter?

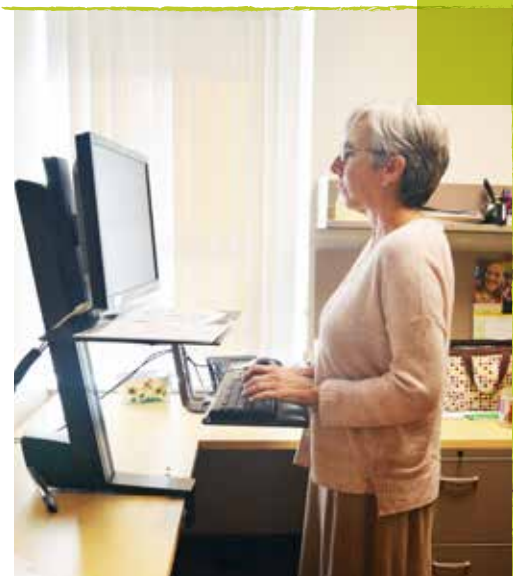
Healthy Messaging

Short Messages

These messages are appropriate for emails and bulletin boards.

- “ Stair climbing and other small bursts of physical activity at work make a significant contribution to the recommended daily amount of 30 minutes (or more) of daily physical activity!
- “ Get more daily activity! If you have a choice, always take the stairs. If you have stairs, take as many trips up and down as possible.
- “ Get more daily activity! Walk around the office or building. There's no need to sit still while you talk on the phone or think. Pacing and fidgeting are physical activity.
- “ Wear a pedometer at work: Since every step counts, wearing a pedometer is wonderful motivator to walk more during your workday.
- “ Take small steps to help make health a priority. Small changes make a big difference over time! Incorporate the walking into activities you would be doing anyway. If you need to go to a different floor, use the stairs. Take the long way to the restroom and take a flight each way. Studies have shown that people are most likely to stick to exercise when it is part of their daily routine. Get started today!

- “ Along with its benefits to the heart, walking:
 - improves circulation
 - helps breathing
 - increases happiness
 - bolsters the immune system
 - helps prevent osteoporosis
 - helps prevent and control diabetes



“Challenge yourself to take the stairs all day today. If it is not possible to use the stairs, challenge yourself to pick two new ways this week to increase your physical activity during the work day:

- Use the stairs instead of the elevator.
- Schedule a walking meeting with co-workers.
- Stand and/or stretch while talking on the telephone.
- Rather than using the telephone, walk down the hall to speak with someone.
- Walk around your building, stretch your muscles.
- Park in the farthest parking spot and walk the rest of the way.

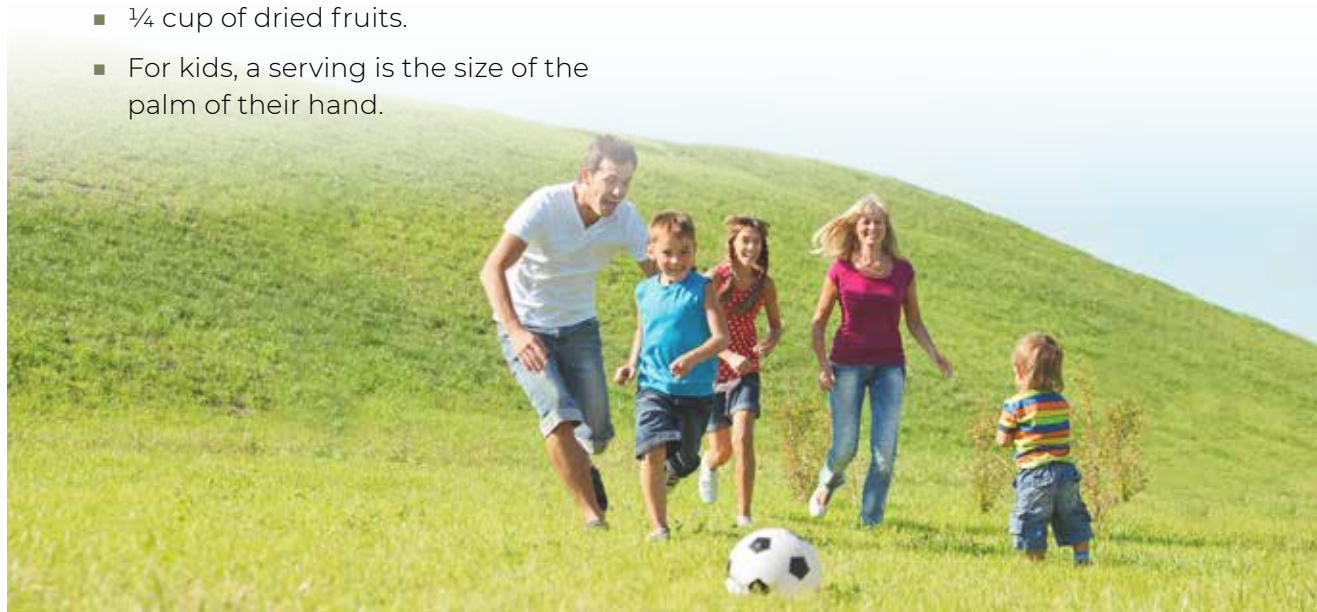
“What is a serving?

- A whole fruit the size of a tennis ball.
- ½ cup of cut up fruit or veggies.
- 1 cup of raw leafy greens.
- ¼ cup of dried fruits.
- For kids, a serving is the size of the palm of their hand.

“Be a healthy family. Keep the TV out of bedrooms and turn off the TV during meals.

Kids and adults should be active for at least one hour every day. You are your family's number one role model, so start practicing healthy habits today!

- Make gradual changes to increase your level of physical activity.
- Incorporate physical activity into your daily routines.
- Try tracking the level of your physical activity using a pedometer.
- Role model an active lifestyle.
- Turn off the TV and computer and keep them out of the bedroom.
- Limit TV and recreational computer time.
- Encourage lifelong physical activity by incorporating physical activity into your routine.
- Keep physical activity fun!



Healthy Messaging

Long Messages

These messages are appropriate for newsletters or e-newsletters.

Mindful Eating

“Mindful eating involves paying full attention to the experience of eating and drinking.

It includes being aware of all the activities that surround food and eating. Mindful eating helps us learn to listen to what our body is telling us about hunger and satisfaction. It can improve our overall health.

SUGGESTIONS FOR MINDFUL EATING:

- Don't skip meals
- Eat sitting down
- Be present — eat without TV, newspaper, computer or work
- Learn to recognize the difference between hunger and cravings
- Notice how much food is on your plate, fork, or spoon
- Take time to enjoy the taste and to chew your food slowly between bites
- Check during a meal to see if you really need more food
- Notice how you feel both physical and emotionally



Fruits & Veggies

“ Eat at least 5 fruits and vegetables a day.

A diet rich in fruits and vegetables provides vitamins and minerals, important for supporting growth and development, and for optimal immune function.

Most fruits and vegetables are low in calories and fat, making them a healthy choice anytime. They may also contain phytochemicals (*fight-o-chemicals*) that work together with fiber to benefit your health in many ways. Different phytochemicals are found in different fruits based on their color — that’s why it’s important to put a rainbow on your plate.

TRY IT:

- Try the three bite rule. Offer your family new fruits and veggies different ways and try at least three bites each time — it can take 7 to 10 tries before you like a new food.
- Many fruits and veggies taste great with a dip or dressing. Try a low-fat salad dressing with yogurt or get protein with peanut butter.
- Make a fruit smoothie with low-fat yogurt.

MIX IT:

- Add them to foods you already make, like pasta, soups, casseroles, pizza, rice, etc.
- Add fruit to your cereal, oatmeal, or other breakfast foods.
- Be a good role model for your family and have at least one veggie at every meal.

SLICE IT:

- Wash and chop veggies and fruits so they are ready to grab and eat.
- Most people prefer crunchy foods over mushy ones. Enjoy them fresh or lightly steamed

CHOOSE WITH THE SEASONS:

- Buy fruits and veggies that are in season.
- Remember that frozen fruits and veggies are always available and are a healthy choice.

BE A ROLE MODEL:

- You are your family’s number one role model, so start practicing the healthy habits you encourage your family to practice.
- Start by making small changes.
- Encourage the whole family to embrace a healthy lifestyle.





Physical Activity

“ Incorporate One Hour or More of Physical Activity into your Day.

Physical activity makes you feel good. It helps keep you at a healthy weight, makes your heart happy, and makes you stronger and more flexible.

ONE HOUR OF MODERATE PHYSICAL ACTIVITY PHYSICAL ACTIVITY MEANS:

- Doing activities where you breathe hard, like hiking or dancing

20 MINUTES OF VIGOROUS PHYSICAL ACTIVITY MEANS:

- Doing activities where you sweat, like running, aerobics or basketball.

FREE AND FUN ACTIVITIES:

- Take a walk with your family
- Play with your pet
- Walk the dog
- Take a bike ride (remember to wear your helmet)
- Turn on music and dance
- Jump rope
- Play Frisbee
- Take the stairs
- Park the car at the end of the parking lot

**For more ideas,
visit lets.go.org**

Avoid Sugary Drinks

“ Soda has no nutritional value and is high in sugar.

Just nine ounces of soda is equal to 110–150 empty calories. Many sodas also contain caffeine, which kids don't need. Try drinking water and low-fat milk instead of soda and drinks with lots of sugar. If you choose to serve juice, buy 100% juice and limit the serving size.

Sports drinks contain lots of sugar. They should only be used when you are active for more than 60 minutes and it is hot and humid.

Energy drinks are NOT sports drinks and should never replace water during exercise.

Fuel with Water

“ Water is the body's most important nutrient. Between 70–80% of your body is made up of water.

- When you exercise, you sweat, and when you sweat you LOSE water and minerals — it is important to replace the water you lose when you sweat.
- Water is the #1 thirst quencher!
- Add fresh lemon, lime or oranges wedges to water for some natural flavor.
- Fill a pitcher of water and keep it in the fridge.

Replace soda with water instead of other sugar-sweetened beverages, such as juice or sports drinks. Remember, water is the best drink when you are thirsty.

**SIT
FOR 60**

**MOVE
FOR 3**



Examples of Move For 3 physical activity breaks

- Go up and down a few flights of stairs
- Go outside and walk around the building
- Walk back and forth in a nearby hallway
- Stand up and stretch

MaineHealth

LET'S GO!

SMALL STEPS

IN MEETINGS YOU ARE
ENCOURAGED TO



STAND STRETCH AND MOVE

MaineHealth

LET'S GO!

SMALL STEPS

FEELING STRESSED?



**BURN SOME
STEAM!**

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LET'S GO!

SMALL STEPS

DOOR TO A



STRONGER HEART

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LET'S GO!

SMALL STEPS

NO TIME FOR ACTIVITY?



YOUR OPPORTUNITY
IS **NOW!**

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LET'S GO!

SMALL STEPS

DON'T JUST
STAND THERE



TAKE *THE*
STAIRS

MaineHealth

LET'S GO!

SMALL STEPS

KEEP GOING



YOU ARE ALMOST
THERE!

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LET'S GO!

SMALL STEPS

YOU



MADE
IT!

MaineHealth

LET'S GO!

SMALL STEPS