Creating a Healthy Work Environment

Healthy Meetings and Events

The UC Berkeley Guide for Healthy Meetings and Events provides recommendations and resources on how to make meetings more healthful for faculty, staff, and students by including nutritious food and beverage options, using sustainable supplies, and providing activity breaks.

Objective

Departments participating in the Wellness Ambassador program are encouraged to implement the Healthy Meeting Guidelines by identifying:

- Meetings that provide food to include healthy food and beverage choices.
- Meetings longer than two hours to include a physical activity break.

Wellness Ambassador Action

1. How to use the UC Berkeley Guide to Healthy Meetings and Events:
   - Department leadership buy-in
     Present the UC Berkeley Guide to Healthy Meetings and Events and the Healthy Meetings webpage to your department leadership (and/or department Health & Safety Committee) for buy-in and guidance on an implementation plan that matches your department culture.
   - Event Planners
     Schedule a meeting with department event planners, administrative assistants and any others who play a role with planning meetings. Discuss how you can implement the healthy meeting recommendations in your department.

2. Implementation and Communication Plan:
   - Department Managers and Supervisors
     - Announce and discuss at a manager/supervisor meeting.
     - Put forth an expectation that managers and supervisors implement Planning for Healthy Meetings and Events for Managers and Supervisors.
     - Send an email from the department head to all managers and supervisors (see sample provided).
   - All department faculty and staff
     - Announce the commitment to healthy meetings through your department newsletter or a broadcast email (see sample provided).
To: All (Insert Department) Managers and Supervisors:

Fr: (Insert Name), (title - Director, Dean, Chair, Health and Safety Committee)

Re: Supporting Healthy Meetings

As part of our commitment to creating and sustaining a healthy work environment, managers and supervisors are encouraged to use the UC Berkeley Guide for Healthy Meetings and Events to ensure access to healthy food and beverage choices at all meetings and events serving refreshments. Meetings, trainings, events and celebrations are a major part of our campus culture and many include food and beverages. An easy first step toward healthy meetings is to begin with the minimum recommendations for meetings that include food:

- Include fruits and/or vegetables
- Provide water (tap water served in pitchers)
- Serve smaller portions (large portions can be cut in half)

You can also do more. Please see Planning for Healthy Meetings and Events for Managers and Supervisors, developed by Health*Matters, which outlines simple ways you can support a healthy workplace:
http://uhs.berkeley.edu/facstaff/pdf/healthmatters/supervisorrolehealthymeetings.pdf

Also consider these ideas for making an effort to create a healthy workplace culture:
- Encourage staff that enjoy bringing food to share with co-workers, to consider fresh fruit or vegetables such as pineapple, pear tomatoes, or mini carrots.
- Replace the candy bowl with a fruit bowl or order a produce box delivery to the department.
- Organize regular salad potlucks with everyone contributing an ingredient to the salad.
- Incorporate a physical activity break into meetings longer than an hour.
- Put meetings with 1-2 individuals into motion with at least half the time spent walking while brainstorming or problem solving.

I hope we can work with our department event planners, support staff and any others that have a role in coordinating meetings and events to ensure we provide faculty, staff and students access to healthy food and beverages choices and physical activity breaks at our department-sponsored meetings and events.
SAMPLE EMAIL ~ for all Department Faculty & Staff:

To: All (Insert Dept) Faculty and Staff

Fr: (Dept Director, Dean, or Chair)

Re: Healthy Meetings

(Insert Department) is committed to supporting your health and well-being. One step in that direction is our commitment to implementing the recommendations in the UC Berkeley Guide to Healthy Meetings and Events, which provides guidance on offering healthier food options and incorporating physical activity breaks into meetings.

The work environment can shape many of the daily choices we make, and either can support or hinder efforts of those choosing to eat well and be active on a daily basis. We are going to make every effort to ensure meetings, trainings, office events and celebrations with food being served meet the following minimum recommendations to include healthy options:

- Fruits and/or vegetables
- Water (tap water served in pitchers)
- Smaller portions (large portions can be cut in half)

The Healthy Meetings website provides additional resources: http://www.uhs.berkeley.edu/facstaff/healthmatters/healthymeetings.shtml

- The UC Berkeley Guide to Healthy Meetings and Events (pdf)
- Instant Recess, a 5-minute physical activity video you can watch online, use at meetings or in your office for physical activity breaks.
- Campus Green Catering/Food Service Guidelines

Additional ideas to support a healthy workplace culture:

- Encourage those who enjoy bringing in food to share to consider fresh fruit or vegetables such as pineapple, pear tomatoes, or mini carrots.
- Replace the candy bowl with a fruit bowl.
- Organize a regular salad potluck with everyone contributing an ingredient to the salad.
- Incorporate a physical activity break into meetings longer than an hour.
- Put meetings into motion with at least half the time spent walking while brainstorming or problem solving.