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| <b>STATE OF UTAH<br/>HEALTH DEPARTMENT</b> | <b>Number:</b> 01.10                         |  |
|  | <b>Original Issue Date:</b> 5/25/2010        | <b>Last Review:</b> 11/2015<br><b>Next Review:</b> 11/2020 |
| <b>POLICIES &amp; PROCEDURES</b>           | <b>Authorized By:</b> Joseph K. Miner, Ph.D. |  |
|  | <b>Section:</b> General Administration       | <b>Subject:</b> Healthy Food Policy                        |

## A. PURPOSE

1. The Utah Department of Health (UDOH) is committed to promoting the health and well-being of Utahns. Our food choices, lifestyle and environment all affect our health. Evidence shows that dietary factors contribute substantially to preventable diseases and premature deaths.
2. Because of the strong relationship between diet and health, the increasing rates of obesity, and our commitment to health, this policy was developed to ensure that foods and beverages provided at UDOH-sponsored meetings, seminars and catered events are healthy.

As the lead health authority for the state, UDOH will model the Governor's Work Well Recommendations by offering healthy menu choices at each work meeting, conference, and training where food is purchased and served.

## B. GENERAL GUIDELINES

1. Offer healthy food choices at UDOH functions which include meetings, conferences, and receptions.
  - a. Food recommendations (see Attachments A and B) are based on the Dietary Guidelines for Americans issued in 2010 by the US Department of Health and Human Services and the US Department of Agriculture (2010 DGA).
  - b. Workplaces can promote healthier food choices by offering:
    - i. Fruits and vegetables,
    - ii. Fat-free or low-fat milk and milk products,
    - iii. Whole grains in place of refined grains,
    - iv. Foods low in saturated and trans fat,
    - v. Foods low in sodium and added sugars,
    - vi. Appropriate portion sizes,
    - vii. Whole foods, rather than processed foods.
2. Consider not offering food at mid-morning or mid-afternoon meetings.
  - a. Consider offering only beverages (see attachment A).

- b. If you choose to serve food at mid-morning and mid-afternoon breaks, offer:
      - i. Fruits, vegetables, and/or other healthy foods.
    - c. Avoid offering high calorie and nutrient poor foods like:
      - i. Pastries, cookies, doughnuts, etc.
  3. For examples of healthy choices and appropriate portion sizes, refer to Attachment A, *Healthy Suggestions for Meals, Snacks and Beverages* and Attachment B, *Comparisons of Food and Beverage Options*.

## C. PROCEDURES

This policy applies even if UDOH staff, a conference planner, or a sponsored partner is planning and ordering the food and beverages.

1. Ask participants about food allergies or special dietary needs prior to the meeting.
2. Select a caterer who can provide food and beverages consistent with this policy and is willing to make substitutions on “set” menus. Most caterers are willing to accommodate requests, as long as they can keep them with a similar price range.
3. Ask the caterer to provide nutrition information for the menu, if it is available.
4. A completed copy of the Healthy Food Policy Checklist (Attachment C) must be attached to all food purchase requests. The Program Manager/Bureau Director will determine who is responsible for completing the Health Food Policy Checklist.
5. The Program Manager and Bureau Director must approve the menu and sign the Healthy Food Policy Checklist before the food request memo and Purchase Order will be signed and approved.
6. If necessary the Office Tech will write a food memo requesting an exception to the per diem price.
7. Programs that write event-planning contracts will:
  - a. Include language in the RFP and contract requiring the Healthy Food Policy be followed, and,
  - b. Require that all menus be confirmed by the Program before finalizing.
8. Programs that provide funding for co-sponsored conferences and meetings will:
  - a. Work with program sponsors to use the Healthy Food Policy, and,
  - b. Ask that all menus be confirmed by the Program before finalizing.
9. The Nutrition Coordinator for the Healthy Living Through Environment, Policy, and Improved Clinical Care (EPICC) Program in the Bureau of Health Promotion will provide technical assistance to programs upon request.

## **ATTACHMENT A**

### **Healthy Suggestions for Meals, Snacks, and Beverages**

#### **Beverages**

- Water
- 100% fruit or low sodium vegetable juices
- Skim or 1% milk
- Coffee and flavored coffees – regular and decaffeinated
- Tea – regular and herb teas – hot or cold
- Coffee/tea creamers of skim milk, 1% milk or fat-free half & half

#### **Breakfast**

- To reduce food fatigue, serve proteins along with carbohydrates
- Fruit pieces
- Low- or non-fat yogurt
- Hard cooked eggs
- Small muffins, 2-3 inch, or large muffins cut in half (choose whole-grain muffins)
- 100% whole-grain bread and/or whole-grain English muffins
- Whole-grain cereals or oatmeal (serve with skim or 1% milk)
- Mini whole-grain bagels or larger bagels cut in half
- Single serving spreads to offer:
  - Peanut butter
  - Jam
  - Jelly
  - Low-fat cream cheese
  - Trans fat-free or fruit spread
  
- Beverages from “Beverages” list above

#### **Mid-Morning Meetings**

- Consider only serving beverages
- If food is offered, serve smaller portions of breakfast items

#### **Lunch - always offer a vegetarian choice**

- Low-sodium, meat-based broth or low-sodium vegetable-based soup
- Green or vegetable salad (offer light vinaigrettes or low-fat dressings on the side)
- Whole grains, such as brown rice, quinoa, or wheat berries
- Pasta or rice salad (made with light vinaigrettes or low-fat dressings)
- Potato salad (use combination of low-fat mayo and yogurt, and dress lightly)
- Whole-grain rolls with trans-fat-free spread (if offering butter, use single-serving packets)
- Pizza (choose vegetable topping and avoid pepperoni, sausage, and extra cheese)
- Sandwich Ideas:
  - Whole-grain breads, rolls, wraps
  - Lean roast beef, lean poultry (without skin), ham, tuna fish (with low-fat mayo), hummus
  - 1-oz slices of cheese
  - Vegetable toppings
  - Packets of mustard and low-fat mayo
  - Cut sandwiches in half for smaller portions
  
- Beverages from “Beverages” list

## Mid-afternoon meetings

- Consider only serving beverages
- To reduce food fatigue, serve proteins along with carbohydrates
- Snack Ideas:
  - Baked chips with salsa and bean dip
  - Fruit pieces or fruit salad with small pieces of cheese (3/4 inch or smaller)
  - Low- or non-fat yogurt
  - Raw veggies with low-fat dip, hummus and/or bean dip
  - Whole-grain pita bread with hummus and/or bean dip
  - Whole-grain crackers with cheese (1-oz portions of cheese)
  - Dried fruit with unsalted nuts
  - Pretzels and plain popcorn with unsalted nuts
- Beverages from “Beverages” list

## Dinner – always offer a vegetarian choice

- Work with the conference center or caterer to select entrées that have less than 15 g fat per serving and always include a vegetarian option
- Green or vegetable salad (with light vinaigrettes or low-fat dressings on the side)
- Whole-grain rolls with trans-fat-free spread (if offering butter, use single-serving packets)
- Pasta with marinara sauce
- Lean meats, skinless poultry, fish that is grilled, broiled, roasted or baked; beans or tofu
- Serve at least two non-fried vegetables with meals (e.g., steamed vegetables, salad)
- Request seasonal and local vegetables (avoid butter and cream sauces)
- Beverages from “Beverages” list

## Desserts

- Providing dessert is strongly discouraged. However, if you choose to offer a dessert, choose from these options.
  - Fresh fruit pieces or fruit salad (with low-fat yogurt dip)
  - Angel food cake with fruit topping
  - Low-fat ice cream or frozen yogurt, sherbet or sorbet
  - If cookies are offered, consider whole-grain cookies such as oatmeal, or offer lower-fat, trans-fat-free varieties and smaller sizes (2-3 in)

## Catered Receptions

- Fresh fruit – cut up and offered with low-fat yogurt dip
- Raw vegetables – cut up and offered with fat-free or low-fat dressing, salsa or tofu dip
- Raw vegetable salads marinated in fat-free or low-fat Italian dressing
- Pasta or whole grain tofu, and vegetable salads with fat-free or low-fat dressing
- Vegetable spring rolls – fresh, not fried
- Vegetable sushi rolls
- Cheese – cut into ¾” squares or smaller
- Whole grain crackers – 5 g fat or less/serving
- Salmon (poached or steamed, no breading)
- Lean beef or turkey – 1 oz slices
- Angel food cake slices with fruit topping
- Beverages from “Beverages” list

### **Tips for Selecting Foods Lower in Fat and Calories**

- Ask caterer to use lower fat or fat-free preparation methods, to serve added fats like dressings or condiments on the side and to provide the number of calories and fat grams in entrées if available
- Select items that are broiled, baked, grilled or steamed rather than fried or sautéed
- Choose entrées in tomato-based sauces rather than cream, butter or cheese sauces
- Include fresh fruit
- Include at least one vegetable – fresh or cooked, with no butter or cream sauces added
- Include whole grain breads – skip the butter or margarine

### **Adapted from:**

*Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events.* University of Minnesota School of Public Health.

*Worksite Healthy Eating Guidelines.* Vermont Department of Health

**ATTACHMENT B**  
**Comparisons of Food and Beverage Options**

| <b>CHOOSE...</b>   | <b>INSTEAD OF...</b>   |
|--|--|
| <p><b>For Beverages</b><br/>Water, coffee or tea, 100% fruit or vegetable juices</p> <p>Low-fat or skim milk</p>   | <p>Soda pop or fruit flavored drinks</p> <p>Whole or 2% milk</p>   |
| <p><b>For Breakfast</b><br/>Fresh fruits, dried fruits, unsweetened juices</p> <p>Low-fat yogurt</p> <p>Small bagels – 3-1/2” or smaller</p> <p>Small muffins (2-inch), low-fat granola bars</p> <p>Toppings of trans-fat-free or fruit spread, low-fat cream cheese, jam or jelly</p> <p>Whole-grain unsweetened cereals, oatmeal</p> <p>Whole-grain waffles and French toast made with whole-grain bread</p> <p>Lean ham or Canadian bacon, vegetarian sausage or bacon substitutes</p>  | <p>Sweetened canned fruits and juices</p> <p>Regular yogurt</p> <p>Regular bagels</p> <p>Large muffins</p> <p>Regular butter, cream cheese</p> <p>Sweetened cereals</p> <p>Waffles or French toast made from white bread</p> <p>Bacon or sausage</p>   |
| <p><b>For Lunches or Dinners</b><br/>Salads with dressings on the side</p> <p>Low-fat or fat-free salad dressings</p> <p>Soups made with vegetable puree or skim milk</p> <p>Pasta salads with low-fat dressing</p> <p>Sandwiches on whole grain breads</p> <p>Lean meats, poultry, fish, tofu (3 g fat/oz)</p> <p>Baked potatoes with low-fat or vegetable toppings</p> <p>Steamed vegetables</p> <p>Whole grain bread or rolls</p> <p>Desserts with lower fat and calories: fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet, angel food cake with fruit topping</p> | <p>Salads with added dressing</p> <p>Regular salad dressings</p> <p>Soups made with cream or half and half</p> <p>Pasta salads made with mayonnaise or cream dressing</p> <p>Sandwiches on croissants or white bread</p> <p>High-fat and fried meats, bacon, poultry with skin, cold cuts, oil packed fish</p> <p>Baked potatoes with butter, sour cream, bacon bits</p> <p>Fried or cooked vegetables in cream sauce or butter</p> <p>Croissants or white rolls</p> <p>Desserts with higher fat and calories: ice cream, cheese cake, pies, cream puffs, large slices of cake</p> |
| <p><b>For Receptions</b><br/>Fresh vegetables, cut up and served with low-fat dressing, salsa or tofu dip</p> <p>Grilled or broiled chicken brochettes without skin</p>  | <p>Tempura or deep fat fried vegetables</p> <p>Fried chicken, chicken with skin</p>  |

|   |   |
|---|---|
| Miniature meatballs made with lean meat   | Large meatballs made of high-fat meat, meatballs served in gravy or high-fat sauces |
| Broiled or poached seafood: shrimp, salmon, scallops, oysters, clams                                      | Deep fat fried seafood, seafood in high-fat sauces                                  |
| Cut up fresh fruits   | Fruit tarts, pie, cobbler   |
| Mushroom caps with low-fat cheese stuffing  | Mushrooms with high-fat cheese stuffing or mushrooms marinated in oil               |
| Miniature pizzas made with English muffins, tomato sauce, mozzarella cheese, and mushrooms                | Pizza with pepperoni, Italian sausage or other high-fat meats                       |
| Vegetable spring rolls – fresh, not fried   | Egg rolls   |
| Small cubes of cheese (3/4” squares or smaller)   | Slices of cheese  |
| Whole grain crackers (5 g fat or less/serving)  | Refined grain crackers  |
| Low-fat, “lite” popcorn (5 g fat or less/serving)   | Buttered popcorn  |
| Baked or low-fat chips, pretzels  | Fried chips   |
| Dips made of salsa, low-fat cottage cheese, yogurt, hummus or low-fat salad dressings                     | Dips made from regular mayonnaise, sour cream, cream cheese or cheese sauce         |
| <b>For Snacks</b>   |   |
| Cut up fresh fruits and/or vegetables, dried fruit and nut mixture, fruit with vanilla yogurt and granola | Chips or cookies  |
| Whole grain crackers (5 g fat or less/serving)  | Refined grain crackers  |
| Low-fat, “lite” popcorn (5 g fat or less/serving)   | Regular popcorn or buttered popcorn   |
| Baked or low-fat chips, pretzels  | Fried chips   |

**Adapted from:**

*Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events.* University of Minnesota School of Public Health



# Attachment C Healthy Food Policy Checklist

### Instructions:

1. Provide the information requested below.
2. Include this form with your **Food Request Memo** and **Purchase Order**. Your Office Technician (OT), Program Manager and the Bureau Director must sign the form before the memo is approved. File this form with a copy of your Food Request Memo.
3. For examples of healthy choices and appropriate portion sizes, refer to pages I-2 of this **Healthy Food Policy**, 01.I0.

|                         |                        |      |
|-------------------------|------------------------|------|
| PROGRAM                 | PROGRAM CONTACT'S NAME |      |
| E-MAIL                  | PHONE                  |      |
| EVENT                   | LOCATION               | DATE |
| CATERING COMPANY        |                        |      |
| CATERING CONTACT'S NAME | PHONE                  |      |

Please list *foods* and *beverages* that will be offered. Include any *appetizers*, *entrées*, *sides* and *snacks* that will be served.

|   |   |
|---|---|
| <input type="checkbox"/> Appetizer <input type="checkbox"/> Entrée <input type="checkbox"/> Side <input type="checkbox"/> Snack <input type="checkbox"/> Beverage | <input type="checkbox"/> Appetizer <input type="checkbox"/> Entrée <input type="checkbox"/> Side <input type="checkbox"/> Snack <input type="checkbox"/> Beverage |
| 1.  | 4.  |
| <input type="checkbox"/> Appetizer <input type="checkbox"/> Entrée <input type="checkbox"/> Side <input type="checkbox"/> Snack <input type="checkbox"/> Beverage | <input type="checkbox"/> Appetizer <input type="checkbox"/> Entrée <input type="checkbox"/> Side <input type="checkbox"/> Snack <input type="checkbox"/> Beverage |
| 2.  | 5.  |
| <input type="checkbox"/> Appetizer <input type="checkbox"/> Entrée <input type="checkbox"/> Side <input type="checkbox"/> Snack <input type="checkbox"/> Beverage | <input type="checkbox"/> Appetizer <input type="checkbox"/> Entrée <input type="checkbox"/> Side <input type="checkbox"/> Snack <input type="checkbox"/> Beverage |
| 3.  | 6.  |

Complete the checklist below to ensure the food and beverages selected comply with the policy:

- Fruits and/or vegetables are offered at every meal.
- The catering service has agreed to serve appropriate portion sizes.
- Foods offered are low in saturated and trans- fat.
- Foods and beverages offered are low in sodium and added sugars.
- Water is available.
- If dairy products are offered they are low in fat or fat free (e.g. 1% milk, skim milk).
- Whole grain breads, cereal, pastas, and crackers offered in place of refined grains.

|                               |      |
|-------------------------------|------|
| Office Technician's Signature | Date |
| Program Manager's Signature   | Date |
| Bureau Director's Signature   | Date |