

Additional Guidance on Implementing Nutrition Wellness Policy

1. **Provide access to drinking water throughout the day.** Water can be provided in pitchers or by a nearby water fountain. Whenever possible, water should be served cold. Try adding cucumber slices, lemon or lime slices, or mint leaves or other fresh herbs to water. Allow for regular meeting breaks so that attendees don't feel that they have to restrict their fluid intake.
2. **Give priority to foods and beverages that are:**
 - **low in added sugars,**
 - **fat-free or low-fat** (exception: nuts and seeds with no added oils and no or minimal added sodium),
 - **free from trans-fat (0g trans-fat), and**
 - **low or reduced in sodium.**

For a list, please see *Priority Foods and Beverages* on page 3.

3. **Offer vegetables and/or fruits (preferably fresh) whenever food is provided.** Display vegetables and fruits attractively and prominently. Ideas: Raw, cut-up vegetables with hummus or a low-fat dip made from herbed, plain yogurt; a tray of fresh fruit, sliced to make it easier to eat. When served buffet style, place vegetables and fruit near the beginning of the line to encourage their selection. When substituting fruit for dessert, consider providing more festive offerings like grilled pineapple, baked apples and pears, or mixed berries.
4. **Include whole-grain options whenever processed grains are offered.** Grain foods are those made from wheat, rice, corn, or other cereal grains. Processed grains include white rice, bread, rolls, pasta, and crackers, most breakfast cereals, pastries, cakes, and cookies. Popular whole-grains include: breads and crackers made from 100% whole-grains, brown rice, oatmeal for breakfast, and freshly popped popcorn with minimal additions. Products with 100% whole-grain is best; at a minimum, ensure that whole grain is the first ingredient and that the product has ≥ 2.5 g fiber and/or ≥ 16 g whole grain per serving.
5. **Offer a protein source with carbohydrate foods at breaks and meals.** Breakfast options include hard boiled eggs, plain yogurt, low-fat cream cheese, and nut butters. Break time examples include veggie tray with hummus, berries or other fresh fruits with plain Greek yogurt, lite popcorn with nuts (unsalted or lightly salted), whole-grain crackers with turkey slices or bean dip, and nuts and seeds with dried fruits.

6. **Include a vegetarian option at meals.** Vegetarian items are healthy for everyone, not just vegetarians. For vegan entrees, provide protein in the form of beans and/or nuts such as: tofu stir fry, black beans and brown rice, bean burritos, lentil or split pea soup (made without meat broth, of course), or whole-grain pasta with lentils and walnuts. Other options (not vegan) contain cheese or egg, as in veggie pizza, vegetable quiche, and whole-grain pasta dishes with low-fat cheese.
7. **Include small-portion options at meals and low-calorie options for snacks.** Cut sandwiches and wraps into halves or quarters, offer mini bagels or muffins, mini cookies (banish the monster cookies at break times!), and/or offer personal-size portions of popcorn or nuts. At a buffet, whenever possible, ask the caterer to use 9.5 to 11 inch plates instead of 12 to 13 inch plates. Research shows that people consume less and feel just as satisfied when using smaller plates. Dessert can be a major source of sugar and fat, so always offer fruit as one of the options, and offer small portions of desserts such as a 2-inch square piece of cake, mini cookies, or cookies in a 100-Calorie pack.
8. **At full-day conferences or events, offer only healthy foods (or healthy beverages only) at mid-morning or mid-afternoon meeting breaks.** Snacks should contribute to healthy meetings, not detract from health and mental focus. Consider hosting beverage service only, or offer some of the examples in #5 above.
9. **Make every effort to include culturally appropriate foods.** Hawaii represents a mixture of diverse cultures. Many times healthier food options can be found by looking to traditional foods. Traditional Hawaiian foods include: taro, poi, lu'au leaves, sweet potatoes, yams, breadfruit, greens, seaweed, fruit, and fish.
10. **Give priority to Hawaii-grown and organic foods.** Locally-grown and organic foods can be found in most markets and can be requested from caterers.

Some notes on integrating physical activity: Get up for a “standing ovation” between speakers. Consider the walkability of the location when deciding on a meeting venue. A casual dress code for meetings will allow people to participate in physical activities more easily. Organize physical activity breaks that can be modified or adapted for people of all abilities, such as stretching exercises that can be performed in a seated position. Include a stretch break after at least every hour of sitting.

Priority Foods and Beverages

- Water, seltzer water, club soda, or sparkling mineral water (unsweetened)
- Unsweetened coffee, tea, and herb tea (hot or cold)
 - For coffee/tea service: Offer at least one of the following: Non-fat (Skim) milk, Low-fat (1%) milk, or fortified soy milk in place of cream
- Non-fat (Skim) or low-fat (1%) milk, unsweetened
- Non-fat or low-fat, unsweetened yogurt such as plain Greek yogurt
- Vegetables (fried vegetables may not be counted as a vegetable offering)
 - Fresh (celery, cucumbers, carrots, lettuce, kale, cabbage, etc.)
 - Frozen, with no added fat, and no or minimal added sodium*
 - Canned with no added fat, and with no or minimal added sodium*
 - 100% vegetable juices, low-sodium
- Fruits (without added sugar, syrups, cream, or sauces)
 - Fresh or frozen
 - Canned in 100% juice or water
 - Dried, unsweetened and unsulfured
 - 100% Fruit juice in portions ≤ 4 ounces
- 100% Whole-grain crackers with no or minimal added sodium
- 100% Whole-grain bread
- Corn tortillas or whole-grain flour tortillas
- Beans (wraps, soups, chili, burritos, quesadillas, or spreads like hummus, etc.)
- Lean meats, poultry without the skin, and fish, unsalted, baked or broiled
- Nuts, seeds, nut butters, or soybeans without added oil and with no or minimal added sodium*
- Olive oil with vinegar or lemon juice for salad dressing (preferred), other low-fat and low-sodium salad dressings
- Condiments such as mustard, hot sauce and salsa, lemon wedges, and chopped tomato, onion, and parsley
- Culturally appropriate foods
- Hawaii-grown and organic foods

For more ideas, please see the attached: *Meal Planning Guidance for Hawaii Department of Health Meetings and Events.*

*For the purpose of this document, “minimal added sodium” is considered ≤230mg sodium for a snack item or ≤480mg sodium for an entrée/meal item