



Healthy Meeting Guidelines

PURPOSE

To support and promote a healthy Rhode Island workforce by encouraging healthy eating and physical activity.

SCOPE

These guidelines apply to meetings, trainings, conferences, workshops, summits, or other public events funded, sponsored, or hosted by participating State agencies and/or any of their contractual partners. Other community and State agency partners are also strongly encouraged to adopt similar guidelines or policies using this as a template.

RECOMMENDED GUIDELINES

GENERAL

- When sending out meeting invitations, ask guests if there are any special dietary needs or allergies including, but not limited to, vegetarian, vegan, and gluten free diets.
- Confirm that the food vendor can accommodate any special dietary needs and is aware of any potential food allergies.
- Work with vendors willing to utilize the RIDOH Nutrition Guidelines for Snacks and Meals.
- Offer opportunities for physical activity breaks that are relevant and appropriate for attendees and the available space.

NUTRITION

BEVERAGES

- Have water available throughout the event, using pitchers rather than individual bottles whenever possible.
- Serve low- or no-calorie beverages that do not contain added sugar such as water, coffee, tea, unsweetened iced tea, or flavored seltzer waters.
- Offer only low-fat or fat-free options when serving milk, avoiding whole milk and cream.
- Limit beverages with artificial, non-caloric sweeteners.

MEALS/SNACKS

- Do not serve fried foods such as pastries, donuts, fried chicken, French fries, or chips.
- Choose local food options whenever possible.
- Try to ensure that at least 50% of every meal comes from fruits and vegetables.
- Provide fruits and vegetables as snacks.
- Serve food and condiments prepared with minimal amounts of fats and salt.
- Serve 100% whole grains such as brown rice, oatmeal, and whole wheat.
- Whenever possible, offer foods in single-serving portions.
- Serve only low-fat or fat-free dairy products and limit artificial, non-caloric sweeteners. Whenever possible, offer plain options instead of low or reduced sugar.
- Limit chicken, fish and other protein servings to four-ounce portions that are baked, broiled, grilled, and low in sodium.



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RECOMMENDED GUIDELINES, CONTINUED

PHYSICAL ACTIVITY

- Whenever possible, break up extended sitting time to allow for stretching or walking breaks. Let attendees know that it is acceptable to stand or move throughout the meeting space as needed.
- Build physical activity breaks into the agenda as appropriate. These breaks can be for organized physical activity opportunities (guided stretch breaks, group movement breaks, walking/running groups, etc.) or informal activities.
 - Offer at least one 10-minute break for meetings lasting 90 minutes or more.
 - Offer at least one 30-minute break for meetings lasting 3 hours or more.
- For all day meetings and/or conferences, support appropriate physical activity before, during, and after the event.
- Provide adapted programming or alternative activities for those with physical disabilities.

BREASTFEEDING ACCOMODATIONS

- Provide reasonable time and space accommodations for attendees to breastfeed or pump breastmilk throughout the meeting.
 - Provide access to a lactation room that is:
 - Private and can be locked from the inside
 - Separate from the bathrooms and meeting rooms
 - Cleaned and sanitized regularly
 - Equipped with comfortable chairs, electric plugs, a table, and whenever possible a sink and fridge.