



# How Workplaces May Support 5210 Healthy Military Children

5210 Healthy Military Children is a Military-wide plan to improve child health. It spreads a common message throughout children's communities: where families work, live, and play. The message represents four healthy behaviors children should achieve each day:



**5 or more servings of fruits and vegetables**

**2 or fewer hours of recreational screen time<sup>+</sup>**

**1 or more hours of physical activity**

**0 sweetened beverages**

<sup>+</sup>review guidelines on parenting strategies to ensure quality screen time (AAP, 2015)

Workplaces are good settings to target the parents of Military children and other leaders and role models within the Military community. When workplaces prioritize and encourage a healthy lifestyle, they support influential adults who can model and promote healthy behaviors for youth. With that in mind, the resources assembled in this toolkit are designed to help workplaces promote healthy eating and an active lifestyle among working adults.

The following materials are available for workplaces:

1. **Tips For The Workplace handout** – targets adults in the workplace and provides them with tips to increase fruit and vegetable consumption, decrease screen time, increase physical activity, and decrease sweetened beverage consumption.
2. **Tips For The Workplace posters** – includes enlarged versions of the Tips For The Workplace handout that are available in two sizes (27" x 40" and 38" x 56") to hang in highly visible locations.
3. **Definitions & Recommendations handout** – explains the 5210 message and its research basis.
4. **Healthy Food And Beverage Guidelines For Meetings And Occasions handout** – provides guidelines for healthy meals and snacks at meetings and celebrations.
5. **Alternatives To Food Rewards handout** – suggests healthy ways to celebrate workplace successes.
6. **Instituting Vending Guidelines** – describes how to modify the contents of vending machines to make sure that workplaces offer healthy choices.
7. **Smarter Workplace Cafeterias handout** – outlines strategies to modify cafeteria environments so that healthier choices are easy to make.
8. **Active Meeting Guidelines** – provides easy ways for meeting leaders to incorporate movement breaks into their meetings.
9. **Walking Meeting Guidelines** – describes how to prepare for and conduct walking meetings as opposed to seated meetings.
10. **Promote Taking the Stairs materials** – gives ideas to promote stair use by employees.

**11. Healthy Messaging materials** – lists quick, short, and long health messages that may be embedded into various workplace communications.

We recommend hanging the Tips For The Workplace poster in highly visible locations in the workplace, for example in common areas, cafeterias, break rooms, near vending machines and water coolers, and in restrooms. In addition, we advise placing the Tips For The Workplace handouts in common areas, so they are likely to be seen and used. Administrators or other employees who wish to take a lead in improving the work environment may use the various guidelines documents to increase activity and improve the workplace food environment. Signs to promote stair usage may be placed at all locations where employees and visitors must decide between stairs and elevators, and signs to encourage stair users may be placed in the stairwells. Healthy messages may be embedded into inter- and intra-office communications. Digital versions of all materials are available and may be inserted into newsletters or emails and uploaded to workplace websites and via social media.

For more information, visit 5210 online at [www.5210.psu.edu](http://www.5210.psu.edu) or email us at [5210@psu.edu](mailto:5210@psu.edu). We will be happy to answer your questions!



## 5 or more servings of fruits and vegetables

Fruits and vegetables are important additions to a healthy lifestyle! They provide a lot of nutrients, water, fiber, and phytochemicals that keep your body healthy and help prevent cancer, heart disease, and other diseases. Plus, they're a tasty way to fill up without adding a lot of calories to your diet – so dig in!

- Try to fill half your plate with fruits and vegetables at each meal – if healthy options are not available in your workplace cafeteria or breakroom, get in the habit of packing a lunch!
- Join with co-workers to improve the food environment – start with creating or expanding an existing workplace wellness plan, acquiring a refrigerator and microwave for the break room to make it easier to bring in healthy lunches, and improving vending machine and cafeteria offerings.
- Look into hosting a farmers' market or community garden at your worksite or establishing a farm-to-work partnership.

## 2 or fewer hours of recreational screen time<sup>+</sup>

<sup>+</sup>review guidelines on parenting strategies to ensure quality screen time (AAP, 2015)

Recreational screen time is free time spent in front of screens – like televisions, video games, and the internet. It is possible to get enough physical activity and still engage in an unhealthy amount of screen time – so find other fun activities to do in your free time, and take regular breaks from sitting at your computer at work!

- Find like-minded co-workers and take a walk during your lunch break instead of surfing the web.
- Do you work at a desk? Consider sitting on a yoga ball instead of an office chair, do leg lifts under your desk as you type, and learn whether treadmill desks are feasible in your office.
- Take regular breaks to stretch and work your muscles.

## 1 or more hour of physical activity

Moving your body is a great way to burn calories, improve your mood, boost your energy, prevent cancer and cardiovascular diseases, and help you sleep better at night – plus, it can be a lot of fun!

- Walk or bike to work.
- Consider scheduling walking meetings in place of seated meetings when there are a small number of attendees.
- Make stairwells more appealing – the addition of colorful paint, carpeting, music, and artwork can promote stair use.

## 0 sweetened beverages

It is important to drink fluids to stay healthy, but sweetened beverages add extra sugar and calories to the diet. Watch out for drinks with the following ingredients: sugar, honey, sweetener, syrup (e.g., corn syrup, brown rice syrup), and/or ingredients ending in "ose" (e.g., glucose, dextrose).

- Make water the norm for quenching thirst – drink water when you are thirsty, and encourage others to do the same. Take steps to make free drinking water accessible at work if it isn't already!
- Nonfat and 1% milk and 100% vegetable juices contain beneficial nutrients and calories - they are like healthy foods that promote a nutritious diet; they are not beverages to drink when thirsty.
- Consider limiting your consumption of artificially sweetened beverages, like diet sodas.

Contact 5210 at [5210@psu.edu](mailto:5210@psu.edu) or [www.5210.psu.edu](http://www.5210.psu.edu) for help identifying programs and resources targeting nutrition, physical activity, and screen time!

## References

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## 5 or more servings of fruits and vegetables

**One serving of fruits and vegetables is:**

**1 medium fruit**

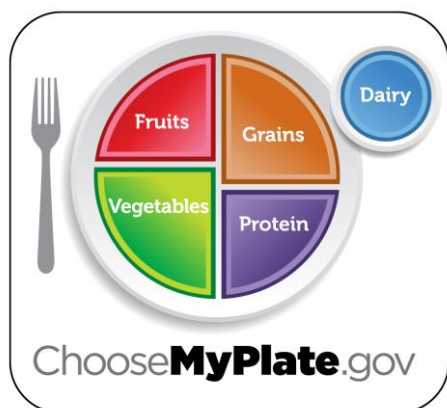
**½ cup of chopped, canned, or cooked fruit**

**¼ cup of dried fruit**

**1 cup of raw leafy greens**

**½ cup of raw or cooked vegetables**

**½ cup of 100% fruit or vegetable juice**



The Dietary Guidelines for Americans 2010<sup>1</sup> provide the following recommendations:

- Increase fruit and vegetable intake.
- Eat a variety of vegetables, especially dark-green, red, and orange vegetables, and beans and peas.

The American Academy of Pediatrics<sup>2</sup> has the following recommendations for consuming fruit juice:

- Do not give juice to infants younger than 12 months.
- Limit juice to 4 oz per day in children under 4 years.
- Limit juice to 4-6 oz per day in children 4 to 6 years.
- Limit juice to 8 oz per day in children and adolescents 7 years and older.
- Fruit juice offers no nutritional benefits over whole fruits, and whole fruits provide fiber and other nutrients.

The United States Department of Agriculture recommends that half of a person's plate should be fruits and vegetables<sup>3</sup>. This recommendation is reflected on the current U.S. Food Guidance System, MyPlate, which is shown to the left.

1. U.S. Department of Agriculture & U.S. Department of Health and Human Services. (2010). *Dietary Guidelines for Americans 2010*. Retrieved from <http://www.cnpp.usda.gov/DGAs2010-PolicyDocument.htm>
2. Heyman, M. B., & Abrams, S. A. (2017). Fruit Juice in Infants, Children, and Adolescents: Current Recommendations. *Pediatrics*, e20170967.
3. U.S. Department of Agriculture. (n.d.). *ChooseMyPlate.gov*. Retrieved from <http://choosemyplate.gov>

## 2 or fewer hours of recreational screen time<sup>+</sup>

<sup>+</sup>review guidelines on parenting strategies to encourage quality screen time (AAP, 2015)

**Recreational screen time is free time spent sitting or reclining in front of televisions, computers, tablets, and similar screens.**

Children will engage in screen time as fully as they do in any other activity and screen time can have its positive and negative effects. So, the American Academy of Pediatrics<sup>1</sup> makes these recommendations:

- Become involved in children's media use and set limits around screen time.
- Help children learn to distinguish and choose programs that contain quality content.
- Become role models for children, demonstrating the value of productive time spent away from screens.
- Attempt to keep children under the age of 2 years away from screens entirely.

1. Brown, A., Shifrin, D.L. (2015). Beyond turn it off: How to advise families on media use. *American Academy of Pediatrics News*, 36(10), 1-1.



## or more hours of physical activity

**Physical activity is any movement of the body that raises one's heart rate above resting.**

**Structured physical activities are planned, and unstructured physical activities are free-play.**

**Aerobic physical activities involve moving large muscle groups. Moderate and vigorous aerobic activities make a person's heart, lungs, and muscles work noticeably harder. Examples include bicycling, swimming, and playing chasing games, like tag.**

**Muscle-strengthening physical activities include climbing and swinging on playground equipment, doing sit-ups and push-ups, and resistance training.**

**Bone-strengthening physical activities create an impact on bones, such as hitting a tennis ball, jumping rope, or practicing gymnastics.**

For children 5 years and younger, the National Association for Sport and Physical Education<sup>1</sup> has developed the following recommendations:

- Infants under 12 months of age should engage in structured and unstructured physical activities each day that are devoted to exploring movement and developing motor skills.
- Toddlers (12 to 36 months old) should engage in structured physical activities for at least 30 minutes per day plus unstructured physical activities for at least 60 minutes (and up to several hours) per day.
- Preschoolers (3 to 5 years old) should engage in structured physical activities for at least 60 minutes per day plus unstructured physical activities for at least 60 minutes (and up to several hours) per day.

For children and adolescents 6 years and older, the U.S. Department of Health and Human Services<sup>2</sup> provides the following recommendations:

- Children and adolescents (6 to 17 years old) should engage in 1 hour of physical activity per day.
  - Most of the 1 hour should be moderate- or vigorous-intensity aerobic physical activities.
  - Muscle-strengthening physical activities should be included at least 3 days per week.
  - Bone-strengthening physical activities should be included at least 3 days per week.

1. National Association for Sport and Physical Education. (2009). *Active Start: A Statement of Physical Activity Guidelines for Children From Birth to Age 5*. Retrieved from <http://www.aahperd.org/naspe/standards/nationalGuidelines/ActiveStart.cfm>
2. Office of Disease Prevention & Health Promotion, U.S. Department of Health and Human Services. (2008). *2008 Physical Activity Guidelines for Americans*. Retrieved from <http://www.health.gov/paguidelines/guidelines/default.aspx>



## sweetened beverages

**Sweetened beverages are fruit drinks, sodas, sports drinks, and other beverages with caloric sweeteners like sugars and syrups.**

Researchers from the Robert Wood Johnson Foundation Healthy Eating Research program<sup>1</sup> made the following conclusion following an examination of current evidence:

- Reducing sweetened beverage intake “would have no negative effect on children’s health and would reduce the risk of childhood obesity and many other health problems, including type 2 diabetes, poor nutrition, excess caffeine consumption, and dental decay.”

1. Gortmaker, S., Long, M., & Wang, Y. C. (2009). *The Negative Impact of Sugar-Sweetened Beverages on Children's Health*. Retrieved from <http://www.rwjf.org/en/research-publications/find-rwjf-research/2009/11/the-negative-impact-of-sugar-sweetened-beverages-on-children-s-h.html>

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as of July 11, 2017

# Food and Beverages

## 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

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### Healthy Beverages:

Provide fresh cold water, low fat or fat free 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!

### Think twice before providing food!

**If you do provide food, make it an opportunity for folks to get at least one or two of their "5" fruits and vegetables a day!**



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*5210 Healthy Military Children is adapted from Let's Go! [www.letsqo.org](http://www.letsqo.org).*

# 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!**

Whatever your reason, 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:
  - Farmers market
  - Gym/aerobic/yoga classes
  - Passes to state or national parks
  - Local supermarket
  - Massage
- 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!

5210 recommends that water is available at all meetings.



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# 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.



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## 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.



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# Food and Beverage Criteria

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).

## 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: 35% or less of the total weight
- Sodium: 480mg or less

## 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.

## 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](http://powervending.org/nutritional_calculator.php)

## Approved Beverage Items:

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



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# Items That Meet the Criteria

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: 35% or less of the total weight
- Sodium: 480mg or less



The following items may not meet the guidelines but are still acceptable: trail mix, nuts, seeds, nut or seed butters, dried fruit (without chocolate or yogurt coatings), fruit packed in natural juices (no syrup-packed selections), whole grain crackers (whole grain is listed first in the ingredient list), low fat cheese, baked chips, pretzels, sugar free gum or mints.

ITEM NAME	MANUFACTURER	CATEGORY
Bunny Grahams (Chocolate Chip)	Annie's Homegrown	1 oz (28g)
Bunny Grahams (Honey)	Annie's Homegrown	1 oz (28g)
Power Snacks Raisins	Azar Nut Co.	1 oz (28g)

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Animal Snackers	Basil's Bavarian Bakery	1 oz (28g)
Raisins	Boghosian	1.5 oz (42g)
YoCrunch Yogurt (Raspberry)	Breyers	6 oz (170g)
YoCrunch Yogurt (Strawberry)	Breyers	6 oz (170g)
Yogurt (Strawberry)	Chobani	6 oz (170g)
Yogurt (Strawberry)	Chobani	6 oz (170g)
Yogurt (Blueberry)	Chobani	6 oz (170g)
Yogurt (Peach)	Chobani	6 oz (170g)
ZBAR (Chocolate Chip)	CLIF	1.27 oz (36g)
ZBAR (Chocolate Brownie)	CLIF	1.27 oz (36g)
Minute Maid Juice Bar (Grape)	Coca-Cola	2.25 fl oz (66.54g)
Snack Pack Fat Free Pudding (Vanilla)	ConAgra	3.5 oz (99g)
Snack Pack Fat Free Pudding (Chocolate)	ConAgra	3.5 oz (99g)
Sunflower (Honey Roasted)	Dakota Gourmet	1 oz 28.4g)
Sunflower (Lightly Salted)	Dakota Gourmet	1 oz 28.4g)
Skinny Cow (Low Fat Fudge Bar)	Dreyer's	74g
Baked Lay's (Barbecue)	Frito-Lay	7/8 oz (24.8g)
Baked Lay's (Barbecue)	Frito-Lay	1 1/18 oz (31.8g)
Baked Lay's (Sour Cream & Onion)	Frito-Lay	1 1/8 oz (31.8g)
Baked Lay's (Sour Cream & Onion)	Frito-Lay	1 3/8 oz (38.9g)
Baked Lay's (Southwestern Ranch)	Frito-Lay	1 oz (28.3g)
Baked Ruffles	Frito-Lay	1 1/8 oz (31.8g)
Baked Ruffles (Cheddar & Sour Cream)	Frito-Lay	1 1/8 oz (31.8g)
Baked Lay's Potato Chips	Frito-Lay	1 1/8 oz (31.8g)
Lay's Potato Chips (Original Fat Free)	Frito-Lay	1 oz (28.3g)
Rold Gold Tiny Twists Pretzels	Frito-Lay	1 oz (28.3g)

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Rold Gold Tiny Twists Pretzels	Frito-Lay	.5 oz (14.1g)
Cheerios (Bowl)	General Mills	1 1/16 oz (19g)
Cheerios (Honey Nut, Bowl)	General Mills	1 oz (28g)
Nature Valley Crunchy Granola Bar (Oats 'N Honey)	General Mills	1.5 oz (42g)
Nature Valley Granola Bar (Oats 'n Honey)	General Mills	1.5 oz (42g)
Nature Valley Granola Bar (Apple Crisp)	General Mills	1.5 oz (42g)
Team Cheerios Cereal Bar (Strawberry)	General Mills	1.3 oz (37g)
Total Cereal (Bowl)	General Mills	13/16 oz (23g)
Ice Cream Cup (Raspberry Sherbet)	Hood	(90g)
Crisp Rice Cereal (bowl)	Hospitality	3/4 oz (21g)
Kettle Corn	Indiana Popcorn	1 oz
Luigi's Real Italian Ice (Lemon)	J&J Snack Foods	4 fl oz (118mL)
Luigi's Real Italian Ice (Strawberry)	J&J Snack Foods	4 fl oz (118mL)
Heart to Heart (Box)	Kashi	1.4 oz (40g)
TLC Bar (Cherry Dark Chocolate)	Kashi	1.2 oz (35g)
TLC Fruit & Grain (Dark Chocolate Coconut)	Kashi	1.1 oz
TLC Fruit & Grain (Pumpkin Pie)	Kashi	1.1 oz
Austin Zoo Animal Crackers	Kellogg	1 oz (28g)
Cheez-it Baked Snack Crackers (Reduced Fat)	Kellogg	1.5 oz (42g)
Corn Flakes (Box)	Kellogg	.81 oz (23g)
Nutri-Grain Cereal Bar (Apple Cinnamon)	Kellogg	1.3 oz (37g)
Nutri-Grain Cereal Bar (Blueberry)	Kellogg	1.3 oz (37g)
Nutri-Grain Cereal Bar (Raspberry)	Kellogg	1.3 oz (37g)
Nutri-Grain Cereal Bar (Strawberry)	Kellogg	1.3 oz (37g)
Nutri-Grain Cereal Bar (Yogurt Strawberry)	Kellogg	1.3 oz (37g)
Raisin Bran (Box)	Kellogg	.88 oz (25g)

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Rice Krispies (Box)	Kellogg	1.52 oz (43g)
Rice Krispies Treats	Kellogg	1.7 oz (48g)
Rice Krispies Treats	Kellogg	1.3 oz (37g)
Special K (Box)	Kellogg	.81 oz (23g)
Special K Bar (Honey Nut)	Kellogg	.77 oz (22g)
Crispy Rice (Bowl)	Malt-O-Meal	.63 oz (17.7g)
Toasty O's	Malt-O-Meal	11/16 oz (19.5g)
Cheese Nips (100 Calorie Packs)	Nabisco	.74 oz (21g)
Chips Ahoy Thin Crisps (100 Calorie Pack)	Nabisco	.81 oz (23g)
Honey Maid Grahams (Cinnamon Sticks)	Nabisco	1 oz (28g)
Newton's Fruit Crisp (Mixed Berry)	Nabisco	1 oz (28g)
Oreo Thin Crisps (100 calorie pack)	Nabisco	.81 oz (23g)
Wheat Thins Toasted Chips Minis (100 Calorie Pack)	Nabisco	.77 oz (22g)
Goldfish Baked Snack Crackers (Cheddar)	Pepperidge Farm	1 oz (28g)
Goldfish Giant Grahams	Pepperidge Farm	.9 oz (26g)
Breakfast Cookie (Oatmeal Raisin)	Quaker Oats	1.69 oz (48g)
Cereal Bar (Apple Crisp)	Quaker Oats	1.3 oz (37g)
Chewy Granola Bar (Low Fat Chocolate Chunk)	Quaker Oats	.84 oz (24g)
Chewy Granola Bar (Oatmeal Raisin)	Quaker Oats	.84 oz (24g)
Chewy Granola Bar (Peanut Butter Chocolate Chip)	Quaker Oats	.84 oz (24g)
Chewy Granola Bar (S-Mores)	Quaker Oats	.84 oz (24g)
Instant Oatmeal (Original)	Quaker Oats	.98 oz (28g)
Quaker Express Oatmeal (Golden Brown Sugar)	Quaker Oats	1.9 oz (54g)
Quaker Instant Oatmeal (Cinnamon & Spice)	Quaker Oats	1.62 oz (46g)
Quaker Instant Oatmeal (Maple & Brown Sugar)	Quaker Oats	1.51 oz (43g)
Quaker Oatmeal Express (Cinnamon Roll)	Quaker Oats	1.9 oz (54g)

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Quakes Rice Snacks (Caramel Corn)	Quaker Oats	.91 oz (26g)
Snack Mix (Kids Mix)	Quaker Oats	7/8 oz (24.8g)
Pirate's Booty (Aged White Cheddar)	Robert's American Gourmet	1 oz (28g)
Cascadian Farm Chewy Granola Bar (Chocolate Chip)	Small Planet Foods	1.2 oz (35g)
Honey Wheat Sticks	Snyder's of Hanover	2.25 oz (63.8g)
Mini Pretzels	Snyder's of Hanover	1.5 oz (42.5g)
Pita Chips (Cinnamon Sugar)	Stacy's	1 3/8 oz (38.9g)
Pita Chips (Parmesan Garlic & Herb)	Stacy's	1 3/8 oz (38.9g)
Pita Chips (Simply Naked)	Stacy's	1 3/8 oz (38.9g)
Soy Thin Chips (Sweet BBQ)	Stacy's	1.5 oz
Whales Baked Snack Crackers	Stauffers	.75 oz (21g)
Low Fat Yogurt (Blueberry)	Stonyfield Farm	6 oz (170g)
Low Fat Yogurt (Strawberry)	Stonyfield Farm	6 oz (170g)
YoKids Squeezers Organic Lowfat Yogurt (Strawberry)	Stonyfield Farm	2 oz (57g)
Fruit in a Flash Apple Slices	Sun Rich Fresh	2 oz (57g)
House Recipe Instant Oatmeal (Regular)	Sysco	(56g)
Yogurt (Raspberry)	Upstate Farms	4 oz (113g)
Yogurt (Strawberry/Banana)	Upstate Farms	4 oz (113g)
Fruit Snacks (Reduced Sugar Mixed Fruit)	Welch's	1.5 oz (43g)
Yoplait (Light Strawberry)	Yoplait	6 oz (170g)
Yoplait Light (Harvest Peach)	Yoplait	6 oz (170g)

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# 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. 5210 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.

## 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.

## 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!

## 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.



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# Sit for 60 Move for 3

All meetings lasting more than 60 minutes will include a physical activity break of at least 3 minutes for every hour of sitting time. (This applies to office sitting too!)

## EXAMPLES OF MOVE FOR 3 PHYSICAL ACTIVITY BREAKS

- Go up and down a few flights of stairs
- Walk back and forth in a nearby hallway
- Go outside and walk around the building
- Stand up and stretch
- Participate in a 'Led Movement Break' at the meeting table

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To ensure the physical activity guideline is put into action, designate one person at the beginning of meetings to be responsible for announcing the time for a physical activity break, just as you would designate a meeting facilitator or record keeper.

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# 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 [www.youtube.com](http://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 our 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."

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## 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.”

MORE



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## 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.”

### 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.

### 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.

### 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.

### 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.”



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## Sit & 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.”

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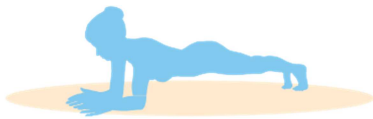
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All of these exercises can be done with limited space and no equipment!



## 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.



## 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!



## 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.



## 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!



## 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!

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# 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.

### **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

## 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.



## 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.

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# 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. Recruit champions (including department and senior management and wellness committee members) to lead by example by taking the stairs.

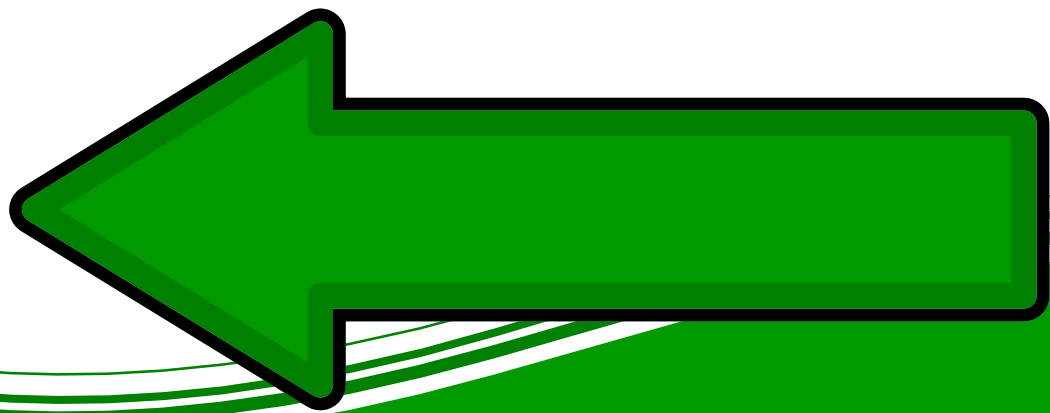
## In Action!

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



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*Don't just  
stand there...*  
Take the  
**STAIRS**



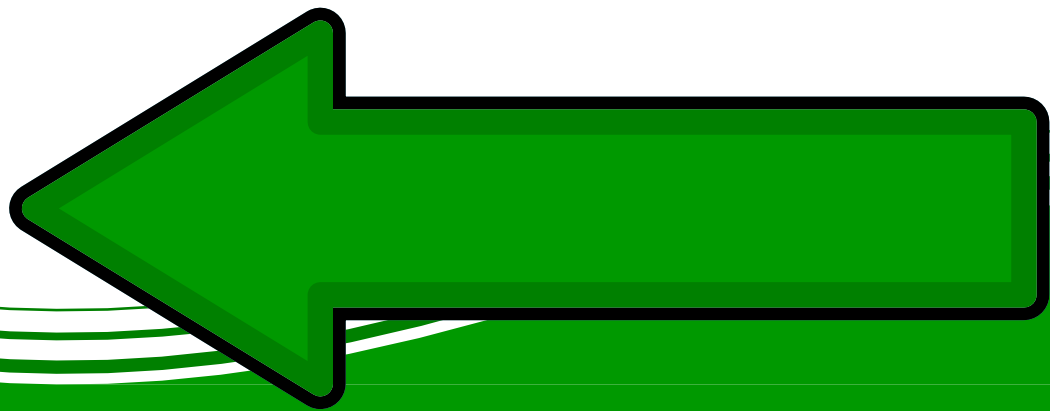
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# Feeling *Stressed?* Burn Some *Steam!*



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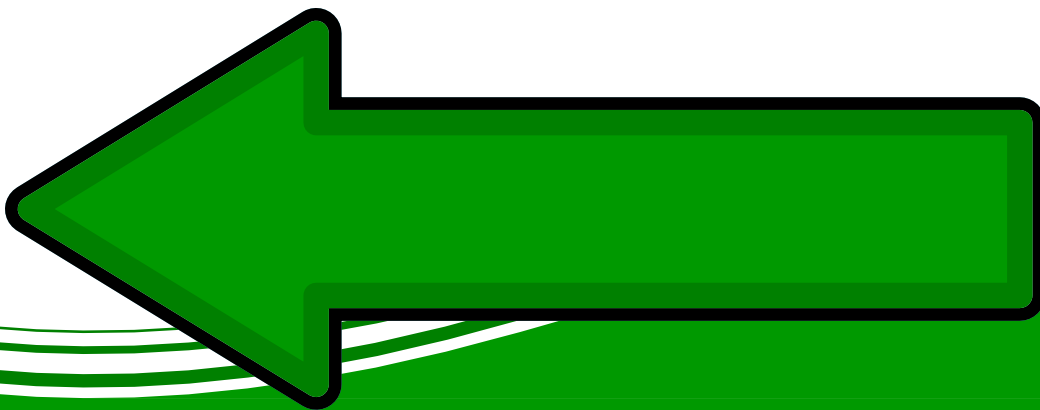
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# Door to a *Stronger* *Heart!*



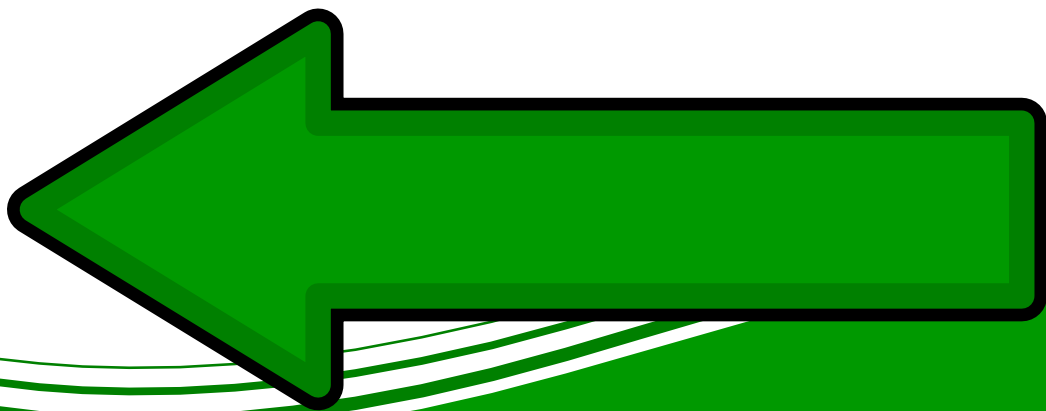
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*No time  
for activity?  
Your opportunity  
is NOW!*



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# *Keep Going! You're almost there!*

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# You Made It!

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# Healthy 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’sGo! 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?

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# 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



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“ 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.

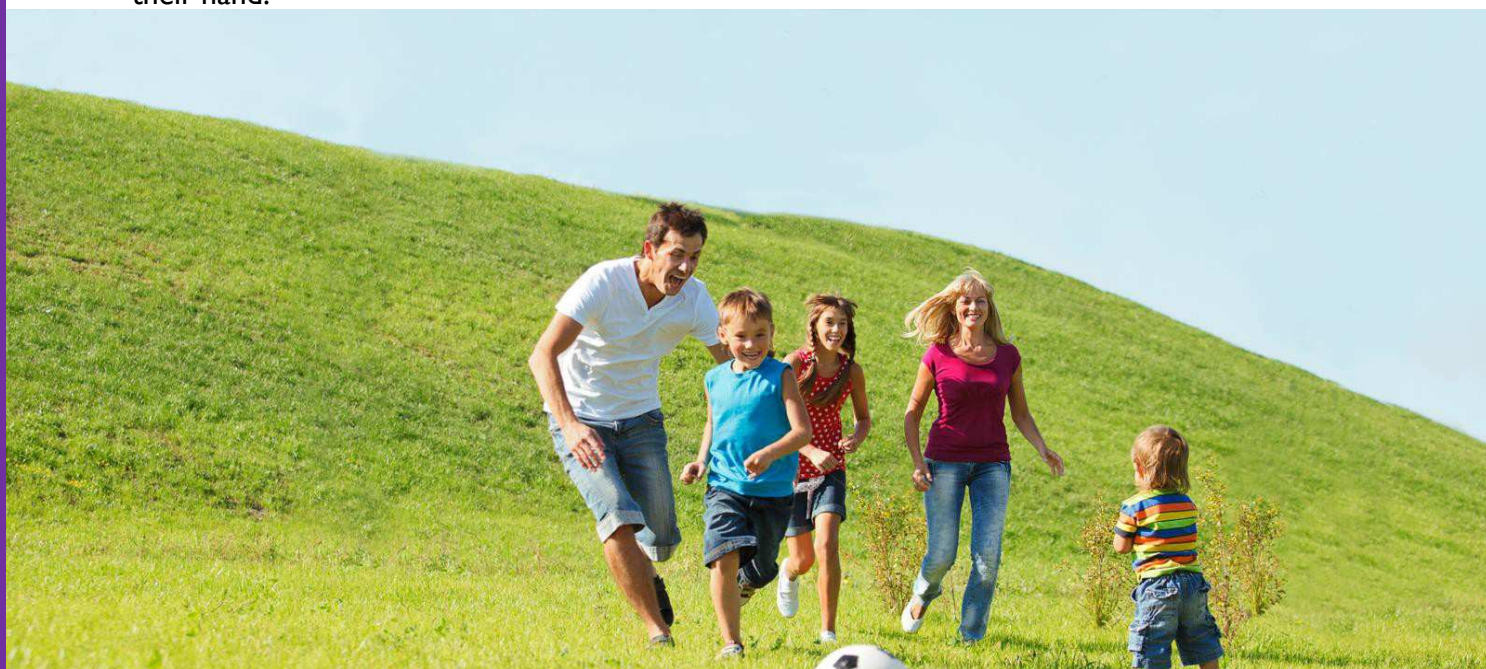
“ What is a serving?

- 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!



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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



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## 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:

- Offer your family new fruits and veggies different ways; 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.



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## Physical Activity

### 66 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 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

## Avoid Sugary Drinks

66 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

- 66
- 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.

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