



Policy Section: Corporate

Policy Name: Healthy Community Spaces and Workplaces Policy 122.HE

HEALTHY COMMUNITY SPACES AND WORKPLACES POLICY

I. PURPOSE

The purpose of this Policy is to foster healthy community spaces and workplaces in the Township of Ear Falls owned and/or operated facilities.

II. OBJECTIVE

- 1. To increase public access to drinking water and other healthy drinking options in municipal facilities.
- 2. To create an environment that promotes healthy eating and physical activity.

III. DEFINITIONS

In this Policy:

Employee – shall mean any Staff member of the Corporation of the Township of Ear Falls that has executed a Personal Service Agreement with the Municipality or that falls under the Collective Bargaining Agreement.

Municipal Event – shall mean an activity that is organized and/or planned by an Employee(s) including but not limited to meetings, workshops, training/education sessions, Open Houses, community activities, and parades.

Municipal Facility – shall mean a facility owned and/or operated by the Township of Ear Falls.

IV. MUNICIPAL FACILITIES

- 1. The Township of Ear Falls will strive to improve public access to potable water in municipal facilities by providing access to water filling stations / water fountains and/or sinks with faucets that accommodate reusable bottles to be filled.
- 2. The Township of Ear Falls will consider the principles identified in Section V of this Policy when providing canteen, food or beverage services in a Municipal Facility.

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- 3. The Township of Ear Falls will support and improve facilities that provide opportunities for physical activities.

V. MUNICIPAL EVENTS

- 1. Healthy choices will be provided when food and beverages are offered at Municipal Events. Employees will consider the following guiding principles:
 - a) Use the Practical Suggestion Checklist – Healthy Eating (Appendix A) to assist with food selection.
 - b) Accommodate special dietary needs and cultural preferences, where possible.
 - c) Support local and regional food producers by choosing Ontario/Manitoba grown and produced foods whenever possible. If local foods are not available, employees will make every effort to purchase food/beverages from local businesses.
 - d) Ensure that money spent on health choices balances these principles at the lowest possible cost.

- 2. Opportunities for physical activity will be incorporated into Municipal Events. Employees will consider the following guiding principles:
 - a) Use the Practical Suggestion Checklist – Physical Activity (Appendix B) to assist with planning active meeting options.
 - b) Support and encourage standing and sitting for meetings lasting longer than 1 hour.
 - c) Support and encourage ‘active meeting’ options.
 - d) Promote physical activity and breaks.

- 3. Safe food handling practices and environmentally friendly options will be considered when planning Municipal Events. Employees will consider the following guiding principles:
 - a) Use the Practical Suggestion Checklist – Safe Food Handling Practice Guidelines (Appendix C) to ensure that all food preparation and service requirements are met.
 - b) Practice safe food handling.
 - c) Minimize waste. Limit packaging such as individual portions.
 - d) Use reusable plates, cups and utensils.

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Appendix A: “Practical Suggestions Checklist - Healthy Eating”

The following suggestions are provided to enhance food and beverage choices to contribute to an overall healthy eating pattern.

“Planning Your Food and Beverage Options”

1. Make the healthiest choices available and feasible when choosing food and beverages for meetings and events.
2. Include vegetable and fruit options, whenever possible.
3. Choose a dependable caterer and request local products when in season.
4. Try new foods to increase variety and promote the intake of essential nutrients.
5. Provide equal options of vegetarian and non-vegetarian choices.

“Beverages”

1. Provide tap water in jugs; always ensure water is available.
2. Offer 100% fruit or vegetable juices in jugs, not in individual packaging.
3. Offer milk with 2% M.F. or less, or fortified soy beverages.
4. Provide 2% milk for coffee and tea.
5. Pop (regular or diet) is not considered a healthy beverage option.

“Breakfast”

1. Order foods such as fresh fruit; whole grain breads, small bagels or muffins (made with little fat and whole grains) with spreads (e.g. non-hydrogenated margarine, jam, butter, peanut butter, or light cream cheese) on the side; hot or cold whole grain cereal; and lower-fat cheeses (less than 20% M.F.) or yogurt (2% M.F. or less).
2. Consider lower-fat cooking methods for meat and alternatives, e.g., poached or boiled eggs rather than fried eggs.

“Sandwiches”

1. Ask for sandwiches on an assortment of whole grain breads, buns, pitas or wraps.
2. Choose a variety of lower-fat sandwich fillings such as tuna, salmon, grilled vegetables, lean roast beef, turkey, chicken, ham, or lower-fat cheeses (20% M.F. or less). Include vegetarian fillings such as tofu, shredded vegetables, and refried beans.
3. Ask for sandwiches made with mayonnaise, butter or margarine used sparingly or offered on the side. Offer mustard, chutney, relish, and hummus as alternatives.

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“Main Dishes”

1. Include foods from at least three of the four food groups.
2. Choose meat, fish, poultry, and vegetable dishes that are broiled, roasted or steamed instead of fried / breaded.
3. Offer meatless dishes such as pasta with a tomato sauce, lentil soup, vegetarian lasagna, stir-fried vegetables and tofu or a rice and bean casserole. Some meat alternatives include nuts, tofu, legumes, cheese and eggs.

“Vegetables and Fruits”

1. Have vegetable and/or fruit salads available.
2. Ask for some of the dips and dressings to be made with lower-fat yogurt (2% M.F. or less) or light sour cream; have dressings served on the side.
3. Include hot (e.g., steamed vegetables) and cold options (e.g., bean salads).

“Desserts”

1. Offer fresh fruit or a fruit salad. Emphasize local seasonal fruits.
2. Choose lower-fat yogurt (2% M.F. or less).
3. If cake, cookies or any sweets are served, fruit must be offered as an alternative.

“Morning / Afternoon Breaks”

1. Include foods from at least two of the four food groups.
2. Offer trail mix, nuts / seeds served in small cups.
3. Offer low fat cheese (20% M.F. or less) and whole grain crackers or whole grain tortilla chips with salsa or black bean dip.
4. Offer fresh fruit. Emphasize local seasonal fruits.
5. Have a fruit, or vegetable tray with lower-fat dip.
6. Offer whole grain cereal bars and lower-fat yogurt (2% M.F. or less).

“Minimize Waste”

1. Use dishes, glasses and flatware rather than disposable products, where possible.
2. Ask for milk and beverages in pitchers or larger containers rather than in smaller individual cartons or bottles.
4. To reduce waste, avoid individual, pre-packaged snacks whenever possible.
5. Ask for condiments and milk and sugar for tea and coffee in bulk rather than single servings.
6. Choose moderate portion sizes, ensuring enough food for the group.
7. Use compost and other recycling receptacles, where possible.
8. Use cloth dishtowels. Minimize paper towel waste.

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Appendix B: “Practical Suggestions Checklist – Physical Activity”

Any meeting and event lasting more than one hour should provide opportunities for movement for all participants. The following suggestions are provided to help reduce sedentary time, and help participants stay alert and productive. Meeting organizers should strongly encourage movement throughout the day, and participation is completely voluntary. We respect that participation may be influenced by individual comfort level, skills and abilities.

“Tips for Planning Your ‘Active Meeting’”

1. Encourage participants to stand, stretch or move throughout the meeting or event:
 - a. Set up flip charts to encourage standing group work instead of sitting and brainstorming at a table.
 - b. Encourage walking meetings. Instead of talking around a table, plan for or encourage participants to discuss meeting matters during a walk around the block, down a hall or up a flight of stairs. Walk, talk and stop to record group decisions.
 - c. If listening to a speaker, designate an area of the room for participants to stand and listen instead of sitting and listening at tables.
 - d. Revisit your lunch hour schedule: half-hour for lunch and half-hour for a walk.
2. Sit for 60 then plan to stand. After 60 minutes of sitting encourage participants to stand or move for a minute or two. Move more, sit less!
3. Highlight opportunities available to participants during the meeting (bring your office wellness kit, active video at break, close, easy walking routes).
4. Schedule physical activity into your meeting agenda. Build in a stretch break, a walk, or a group energizer. This will infuse energy and fun into any meeting. See Resource List (Appendix D) for stretches, videos and energizer ideas.
5. When sending meeting agendas, consider a ‘casual’ dress code, with comfortable footwear, to remind and encourage people to move more, more often.

“Schedule Regular Physical Activity Opportunities and Active Breaks”

1. All participants are encouraged to stretch and move out of their seat during breaks.

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2. Play upbeat music during breaks so people can walk, dance or move around the room.
3. Most people enjoy learning something new. Ask if any participants would like to lead an active break. You never know what type of instructor is in the room. What a great opportunity to try Zumba, Yoga, or Tai Chi!
4. Encourage a brief walk around the building, down the street or down the hall.
5. Lead your group in brief three or four minute stand up and stretch body breaks. See Resource List (Appendix D) for sample stretches and videos for voluntary participation.

Remember: We want to encourage people to move more and sit less and recognize that participants will have different levels of comfort with participation. All activities should be simple and safe, encouraging people to move at their own pace and ability.

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Appendix C: “Safe Food Handling Practice Guidelines”

The following requirements will help to minimize the possibility of food borne illness.

“Food Preparation and Protection”

1. All food while being stored, prepared, displayed or transported to the site must be protected against contamination. Food must be protected by covering with plastic wrap or aluminum foil, or be enclosed in containers. Containers must be stored at least 15 cm above the ground.
2. All potentially hazardous food must be transported and stored at required temperatures prior to serving. Cold food must be kept at 4°C (40°F) or lower and hot food must be kept at 60°C (140°F) or higher.
3. A thermometer must be inside coolers to ensure that cold food is being kept cold.
4. Serve precooked meat products when possible. If potentially hazardous foods such as meat, fish and eggs are being prepared, all prep should be done on site and these foods should be cooked to appropriate temperatures. Use a probe thermometer to ensure proper cooking temperatures.
5. Do not allow ready to eat foods to come in contact with raw or potentially hazardous foods, or food juices to prevent cross contamination.
6. Condiments shall be dispensed from a container that protects the condiment from potential contamination (i.e., pump dispenser or squeeze bottle).
7. Ice shall be transported, stored, and dispensed in a sanitary manner. It must be obtained from an approved source and shall be properly stored to prevent contamination.

“Timing”

1. Hazardous food is not to be left unrefrigerated for longer than two (2) hours.

“Personal Hygiene”

1. Food Handlers must wash their hands with warm water and liquid soap from a dispenser before starting or resuming work, after using the bathroom, handling garbage or taking money, after

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smoking, after touching themselves or others, and when going from one type of food prep to another. Disposable paper towels must be used for drying hands. Hand sanitizer can be used when hands are not visibly soiled, but should not replace hand washing.

- 2. Smoking is not permitted while preparing and serving food at events.
- 3. Food Handlers must wear clean clothing and headgear that is capable of confining the hair (hats are acceptable).

“Cleaning and Sanitizing”

- 1. Food preparation surfaces must be cleaned and sanitized before food is prepared.
- 2. Dishes, utensils, pots and any other kitchen items that touch food must be cleaned and sanitized after each use. Scrape off food scraps, then rinse; wash with detergent, hot water and a clean cloth, then rinse with hot water. Let dishes air dry.
- 3. Cloths used in kitchens and serving areas shall be clean and used for no other purpose.

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Appendix D: “Useful and Practical Ideas for Meetings and Events”

1. Eat Smart Meet Smart - How to Plan and Host Healthy Meetings, Events and Conferences. Available from the Northwestern Health Unit or <http://www.healthyalberta.ca>
2. Index to Group Activities, Games, Exercises & Initiatives – <http://wilderdom.com>
3. Workplace Resources and Yoga At Your Desk – <http://www.centre4activeliving.ca>
4. Instructional Stretching Videos – <http://www.mayoclinic.com>

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