Worksite Wellness
Healthy Meeting Guidelines
A Tool for event and meeting planning
Why Healthy Meetings?

The physical and social environment where we work, study, and live each day shapes many of the lifestyle choices we make, and therefore has a large impact on our health and safety. By creating healthier surroundings, we improve this environment and support better choices.

Nearly half of most people’s waking hours are spent at work or school. Every day, we are faced with food, beverage, and physical activity choices, not only around the office and on your plate, but also at meetings and events. On average, most of our daily meals and snacks are consumed on campus or at work so having healthy food readily available is critical in supporting healthy behaviors.

By implementing healthy meeting standards our organization will create a supportive environment that encourages a culture of health. Adopting healthy meeting standards sends the message that health is important to our organization and that we support the health of our employees, interns, and partners.

How were these guidelines developed?

The Worksite Wellness Healthy Meeting Guidelines provide guidelines for nutrition, physical activity, and sustainability that are recommended for meetings and events. These principles are derived from the 2020-2025 Dietary Guidelines for Americans and National Alliance for Nutrition and Activity Healthy Meeting Toolkit.
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Healthy Food & Beverage Choices

Healthy eating patterns promote health and decrease the risk of chronic diseases. Nutritious foods and beverages contribute to achieving and maintaining a healthy body, support nutrient adequacy and adhering to a healthy lifestyle.

Food and beverages provided at meetings and events are recommended to meet the following nutrition and sustainability guidelines:

**Nutrition Guidelines**

**Beverages**

**Standard Healthy Meeting**
- Make water the default beverage.
- Do not offer full-calorie sugar-sweetened beverages. Serve 100% juice diluted with water, milk, calcium and vitamin D-fortified milk alternatives (soy, almond, oat milks), or beverages with 40 calories per container or less.
- Offer milk or milk alternatives with coffee and tea service in addition to or in place of half and half.

**Superior Healthy Meeting**

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- Eliminate all sugar-sweetened beverages (including those with less than 40 calories per container that are allowed under the Standard Healthy Meeting).

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**Purchasing with Community & Equity in Mind**

When possible, try to purchase food and beverages from a variety of local, diverse, and independent owned businesses. Including stores, restaurants and farmer’s markets.

Knowing there are fewer businesses owned by those from historically underserved backgrounds, buying food from a black, indigenous, or person of color owned vendor, restaurant or store can help support equity within your community.
### Making Water More Appealing

Sugary drinks, or sugar-sweetened beverages, are the leading source of added sugars in the American diet. We are used to regular soda (not sugar-free), fruit drinks, sports drinks, energy drinks and highly sweetened teas and coffees. To help reduce the intake of added sugars and empty calories, we make water the default beverage. And to help make water more appealing to attendees, here are a few resources you can use.

- **Need Flavor?** Add herbs, fresh/frozen fruit or a splash of 100% fruit juice to the water.
- **Need fizziness?** Have some sparkling water available. You can also flavor it with fruit, herbs or a splash of juice.
- Present water in clear self-serve jugs or pitchers so everyone can see what is in the water and the colors will make it more attractive.
- Here are some recipes you can try: [Tangy](#) | [Sweet](#) | [Herbal](#) | [Tropical](#) | [Other Recipes](#)

**Rethink Your Drink** is a widely utilized resource, from California Department of Public Health, where you can find educational materials on different kinds of regularly consumed beverages and ideas on how to make water the easy and appealing choice.

### Food

#### Standard Healthy Meeting

- Offer fruits and/or vegetables every time food is served.
- Offer reasonable portion/serving sizes.
- In buffet lines or self-service, support sensible portions by offering reasonably sized entrees and appropriately sized serving utensils and plates.
- Use whole grains whenever possible (100% whole grain or whole grain as the first ingredient).
- If grains are being served, a gluten-free option should be made available.
- Serve/offer condiments and dressings on the side.
• Offer more nutrient dense spreads like pesto, hummus, guacamole and salsa as flavor boosting alternatives to mayonnaise and other condiments.
• Look for and try to offer lower-sodium options.
• Make the majority of the meat options poultry, fish, shellfish, unprocessed meat.
• Provide a plant-based/vegan option.
• For special occasions and dinner, cut desserts in half or serve small portions. For lunches, breaks, or regular meetings serve fruit as dessert.
• Do not place candy or candy bowls in the meeting space.
• Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.

Superior Healthy Meeting

Includes all Standard Healthy Meeting recommendations, plus the following:

• All grains must be whole grain-rich (51% or more whole grains by weight or whole grain as the first ingredient).
• Serve only poultry, fish, shellfish, or on occasion unprocessed meat options; seek alternatives to processed and red meats.
• If serving dessert, order/cut sweets and pastries into appropriate serving sizes. Also have cut fruit as a dessert option.
• Do not serve fried foods.
• If possible, use local restaurants, caterers or campus dining.

(Image: Berkeley Wellness Healthy Meetings)
Fitting in Physical Activity and Breaks

Incorporating a physical activity and breaks into meetings will increase participant energy, attention span, enthusiasm, and productivity. Taking a few minutes to move can save time in lost productivity.

Break and Activity Recommendation Table

<table>
<thead>
<tr>
<th>Length of Meeting</th>
<th>Type of Break</th>
<th>Suggested Break Intervals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Hour Meeting</td>
<td>5-10 Minute “Stand up and Stretch”</td>
<td>Middle of the meeting</td>
</tr>
<tr>
<td>2-4 Hour Meeting</td>
<td>10-15 Minute light aerobic activity</td>
<td>First and last hour of the meeting</td>
</tr>
<tr>
<td>All Day Meeting</td>
<td>Stretch breaks, 5-minute activity, 30-minute break or PA</td>
<td>Once every hour, extended break during the middle of the meeting</td>
</tr>
</tbody>
</table>

* A short stretch break is recommended at the top of every hour.

Physical Activity Guidelines

Standard Healthy Meeting

Mention to attendees (through announcements or in written materials) that it is fine to move within the meeting space (standing, stretching); integrate exercise equipment if possible within the space (exercise balls in place of some chairs, raised tables for standing).

- When possible, allow for comfortable clothes/shoes to support physical activity during breaks.
- Periodically break up sitting time.
- For conferences or all-day meetings, support physical activity before, during, and after the work of the day.
- Provide adapted programming or alternative activities for those with physical disabilities.
- Identify someone to facilitate a short physical activity break(s).

Superior Healthy Meeting

Includes all Standard Healthy Meeting recommendations, plus the following:

- Try to choose meeting/conference locations where there are walkable destinations; if available, provide walking/running maps.
- Encourage public transportation and active commuting to meetings and events.
- Hold convenings near public transportation and active commuting access.
- Provide exercise stations in the hall or within the meeting room.
- Implement walking meetings when possible.
Activity Breaks During Virtual Meetings

During the Covid-19 pandemic meetings have transitioned to a virtual platform. Don’t let this stop you from taking small breaks to refresh and maybe lead an activity during longer meetings.

Here are some ideas of PA breaks you can lead with a group.

Examples of Activity Breaks

- March in place
- Walk around the room
- Take the stairs
- Turn on music and dance or move around!
- Take stretch breaks (see next page for desk stretch suggestions)
- Slowly stretch neck, shoulders, arms, hands, back, legs and feet

In addition to activity breaks, encourage attendees to look away from the screen for a few moments. Look out the window or a simple breathing exercise with their eyes closed.
DESK STRETCHES

- Breathe easily
- No bouncing or forcing
- No pain!
- Feel the stretch
- Relax
- See Stretching Instructions, pp. 77–84

1
5 sec, 3 times
p. 82

2
5 sec, 3 times
p. 82

3
5 sec, 2 times
p. 81

4
5 sec, 2 times
p. 84

5
5 sec
p. 84

6
5 sec each side
p. 84

7
5 sec
p. 84

8
10 sec each arm
p. 81

9
10 sec
p. 82

10
10 sec
p. 81

11
9 sec each side
p. 82

12
10 sec
p. 79

These are stretches to do at your desk. This program will take 2 1/2 – 3 min.

- Prolonged sitting at a desk or computer terminal can cause muscular tension and pain.
- Taking a few minutes to do a series of stretches can make your whole body feel better.
- Learn to stretch spontaneously throughout the day whenever you feel tense.
- Don’t just do seated stretches, but do some standing stretches too. Good for circulation.

From the book:
34 Getting in Shape © 2002 Shelter Publications, Inc. www.shelterpub.com Photocopy this page and keep it in your desk drawer.
Sustainability

Students, faculty, and staff are encouraged to utilize reusable products and to recycle materials in order to reduce and divert campus waste from landfills.

Sustainability Guidelines

Standard Healthy Meeting

- Reduce waste and packaging whenever possible.
- Have recycling bins available.
- Provide handouts on a flash drive or make them available online to reduce paper.
- Provide a Smoke-free environment at all times.

Superior Healthy Meeting

Includes all Standard Healthy Meeting recommendations, plus the following:

- Conduct a zero-waste meeting or conference.
  - Provide electronic documents ahead of meetings and display on-screen to reduce the need for paper copies.
- Use locally sourced and sustainably produced food and giveaways when possible.

Tips and Ideas

- Whenever possible, use re-usable serving containers and eating utensils.
- When disposable products are the only option, use paper and compostable products. Styrofoam can take over a million years to decompose.
- Order food, beverages, and condiments in bulk containers rather than single servings.
- Provide a jug of water rather than many individual water bottles.
  - Infuse water with fruit/herbs.
- Provide recycling containers for cans, bottles and cardboard/paper.
- Choose food and beverages that are local, organic, fair trade or humane whenever possible.
- Consider making your meeting and announcements paper-less.
  - Email the agenda, or display it by writing on a board or using a projector.
Lactation Accommodations

“Lactation accommodation is the ongoing process of supporting breastfeeding mothers in the workplace. Lactation accommodation includes the policies that have been put in place to protect mothers who wish to express breast milk during the workday.

The goal of lactation accommodation is to promote breastfeeding success by ensuring that employers provide appropriate time and privacy for lactating women while at work.”

California Department of Public Health

Superior Healthy Meeting

- Provide designated, clean, secure, comfortable, and private lactation accommodations.
- Room should be shielded from view and free from intrusion from coworkers and the public.
- Provide break times to express milk for her infant child under one year of age whenever the need occurs.

Emergency Planning

In order to ensure that your meeting is safe, it is important to be prepared for potential emergencies that may arise. These include small-scale issues like building evacuation to medical emergency to larger-scale events like a major earthquake, hazardous materials incidents, or active shooter incident.

Emergency Preparedness Guidelines

- Review the emergency procedures for building.
- Have local emergency phone numbers if needed.
- Know evacuation routes and the pre-designated assembly areas for the building.
- Have an emergency kit on hand or know where one is located in the room (or building).
- Know where alarms and fire extinguishers are located.
- Faculty members/hosts should be prepared to direct their participants to assembly areas in the event of an emergency.
In Person Meetings During COVID-19*

If possible, please avoid unnecessary meetings, instead use videoconferencing, telephone calls and email to communicate.

If possible, screen all members attending for a fever and other COVID related symptoms.

Consider eating outside or at your desk instead of communal areas.

Following all posted notifications and markings relating to hand hygiene, cough and sneeze etiquette and physical distancing.

- Be at least 6 feet apart.
- Everyone must wear masks.
- Hand sanitizers and wipes must be available in meeting area.
- Cleaning and sanitizing personal spaces after use.
- Cleaning and sanitizing departmental equipment between each use.
- Open windows and doors to let fresh air circulate through building/room.

*If you are sick with something other than COVID please try to stay at home as well. If you have to attend a meeting or event, please follow the above mentioned suggestions/guidelines.

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**COVID-19 EXPOSURE: WHAT SHOULD I DO?**

**What should I do if I have been in close contact with someone...**

- **Close Contact Examples**
  - Within 6 feet of a person with confirmed COVID-19 for 15 minutes or more.
  - Direct physical contact, such as hugging or kissing.
  - Contact with respiratory secretions, such as cough or sneeze close to you.

**Who tested positive for COVID-19?**

**Who is being tested for COVID-19?**

**Who might have been exposed to someone with COVID-19...**

- and, DOES have symptoms?
- and, DOES NOT have symptoms?

**Who has been in close contact with someone ELSE who might have been exposed.**

**HOW DO I...**

**Self-Quarantine?**
- Stay at home for 14 days from last day of exposure.
- Avoid contact with others.
- Don’t share household items.

**Self-Monitor?**
- Be alert for symptoms of COVID-19 especially a dry cough or shortness of breath.
- Take your temperature every morning and night and write it down, along with other symptoms.
- Call your doctor if you have trouble breathing or a fever of 100.4°F/38°C or higher.
- Stay home as much as possible.
- Stay at least 6 feet away from people.
- Do not hug or shake hands.
- Avoid groups of people.
- Wear a face covering in public and when 6 feet of distance is not possible.

**Getting Tested**
- No cost tests at the fairgrounds in Chico.
- Make an appointment at https://ihc.covidtesting.com or call: 888-634-1123
- Visit buttecounty.net/oh to see other testing options.

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Self-Quarantine AND Self-Monitor

Self-Monitor AND Maintain Physical Distance

Maintain Physical Distance
For more information on Covid-19 guidelines please visit the following websites:

Chico State Enterprises COVID-19 Information
CSU Chico COVID-19 Information
Butte County Department of Public Health
Center for Disease Control and Prevention (CDC)
California Department of Public Health
Appendix A

Food Safety

Whether food and beverages provided at campus meetings and events are catered from an approved on-campus or approved off-campus vendor or dining facility, it is recommended that they meet the following nutrition and sustainability guidelines.

Four basic food safety principles work together to reduce the risk of foodborne illnesses. These principles are:

- **Clean** hands, food contact surfaces, and vegetables and fruits.
- **Separate** raw, cooked, and ready-to-eat foods while shopping, storing, and preparing foods.
- **Cook** foods to a safe temperature.
- **Chill** (refrigerate) perishable foods within 2 hours

Some foods pose high risk of foodborne illness. These include raw (unpasteurized) milk, cheeses, and juices; raw or undercooked animal foods, such as seafood, meat, poultry, and eggs; and raw sprouts. These foods should be consumed with caution.

The following tips to follow basic food safety practices and ensure that people do not get sick from the food or beverages they consume:

- Do not work with food if you have any type of illness, such as a cold sore, infected cuts, colds, etc.
- Perishable foods not kept hot or cold as described above should be discarded after holding for 4 hours or more at room temperature.
- Keep hot food at 135°F or above and cold food at 45°F or below.
- Persons handling food—preparing, displaying, or serving—should wash their hands with warm water and soap or antibacterial sanitizer before doing so.
- Rinse fresh fruits and vegetables under running tap water before serving
- Remove and throw away bruised or damaged portions of fruits and vegetables
- If in doubt, throw it out!
- Clean and sanitize all surfaces and utensils including cutting boards, countertops, peelers and knives that will touch food before and after food preparation
- Handle all food items with a utensil (e.g. tongs) when feasible, rather than with bare hands/fingers
- Store and transport all food in clean, appropriate containers and cover the container (e.g. plastic wrap) when on display. Do not store any food product in the original container the food product came in for food storage

For more information on proper food handling guidelines, visit:
Partnership For Food Safety Education
## Figure 1-1. Cup- & Ounce-Equivalents

Within a food group, foods can come in many forms and are not created equal in terms of what counts as a cup or an ounce. Some foods are more concentrated, and some are more airy or contain more water. Cup- and ounce-equivalents identify the amounts of foods from each food group with similar nutritional content. In addition, portion sizes do not always align with one cup-equivalent or one ounce-equivalent. See examples below for variability.

<table>
<thead>
<tr>
<th>Vegetables</th>
<th>Fruits</th>
<th>Grains</th>
<th>Dairy</th>
<th>Protein</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 cup portion of green beans is equal to 1/2 cup-equivalent vegetables</td>
<td>1/2 cup portion of strawberries is equal to 1/2 cup-equivalent fruit</td>
<td>1 slice of bread is equal to 1 ounce-equivalent grains</td>
<td>6 ounce portion of fat-free yogurt is equal to 3/4 cup-equivalent dairy</td>
<td>1 large egg is equal to 1 ounce-equivalent protein foods</td>
</tr>
<tr>
<td>1 cup portion of raw spinach is equal to 1/2 cup-equivalent vegetables</td>
<td>3/4 cup portion of 100% orange juice is equal to 3/4 cup-equivalent fruit</td>
<td>1/2 cup portion of cooked brown rice is equal to 1 ounce-equivalent grains</td>
<td>1 1/2 ounces portion of cheddar cheese is equal to 1 cup-equivalent dairy</td>
<td>2 tablespoons of peanut butter is equal to 2 ounce-equivalents protein foods</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 ounce portion of walnuts is equal to 2 ounce-equivalents protein foods</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/2 cup portion of black beans is equal to 2 ounce-equivalents protein foods</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 ounce portion of pork is equal to 4 ounce-equivalents protein foods</td>
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</tr>
</tbody>
</table>
SERVING SIZES OF COMMON FOODS

FRUITS - ½ CUP
½ cup chopped fruit
½ cup dried fruit
½ cup fruit juice
1 med. fruit (4 ounces)

VEGETABLES - ½ CUP
½ cup cooked or raw veg
1 cup raw leafy veg

GRAINS - 1 OZ EQUIVALENT
1 cup read-to-eat cereal
½ cup cooked rice, pasta, or cereal
1 slice bread
1 small tortilla

DAIRY - 1 CUP
1 cup milk
1 cup yogurt
1 ½ ounces hard cheese

PROTEIN - 1 OZ EQUIVALENT
¼ cup cooked beans/lentils
1 ounce lean meat, poultry, or fish
1 egg
1 tablespoon peanut butter
½ ounce nuts or seeds

OILS, SPREADS, AND DRESSING
1 tsp dressing
1 tsp jam
1 tsp mayo
1 tsp most oil, butter

MyPlate 2000 Calorie Daily Food Pattern
4 Fruit (total 2c)
5 Veg (2.5c)
6 Grains (6oz)
5-5 Protein (5.5oz)
3 Dairy (3c)
Emergency Contacts List Template

Directions: Complete this form and have available at all times.

Name of Coordinator: _________________________________________________________________

Phone Number: ______________________________________________________________________

Local Emergency Number: __________________________________________________________________

Name of Event/Business/Building: __________________________________________________________________

____________________________________________________________________________________

Address: ____________________________________________________________________________

____________________________________________________________________________________

Telephone Number: ___________________________________________________________________

Nearest Cross Streets: __________________________________________________________________

National Poison Control Center: 1-800-222-1222___________________________________________

Local Poison Control Center: ____________________________________________________________

Police Department: ___________________________________________________________________

Sheriff Department: ___________________________________________________________________

Public Health Department: ______________________________________________________________
Preparing Your Meeting Checklist

This list is designed to be used as a basic one-page guideline to organize meetings that will be healthier, safer, and more sustainable after the review of the Healthy Meeting Guidelines.

**Activity Breaks**

☐ If the meeting is scheduled to be over an hour long, is there a planned break?

☐ Is there some type of activity/stretch/exercise incorporated into the meeting?

☐ Are suggestions for activities/stretches/exercises provided for attendees?

**Food & Nutrition**

☐ Are healthier food options provided at this meeting? For example, do snacks and meals consist of healthy fats, limited refined sugars, more fruits and vegetables, etc.?

☐ Are provided beverages low in sugar content? (e.g. coffee, unsweetened tea, water, etc.)

**Transportation**

☐ Are attendees provided with healthy transportation options, such as biking and walking routes?

☐ Is the meeting in a location that attendees can easily travel to?

☐ Is the meeting location accessible for disabled attendees?

**Sustainability**

☐ Will recycling and composting (if applicable) bins be available at the meeting?

☐ Is the meeting as paperless as possible? (e.g. electronic flyers/emails for publicity, agenda provided online or displayed on PowerPoint, etc.)

☐ Are disposable plastic goods reduced as much as possible?

**Lactation Accommodations** (If Applicable)

☐ Have reached out to participants, prior to event, for any lactation accommodation requests.

☐ Is there a designated, clean, secure, comfortable, and private lactation location in the building?
Emergency Preparedness

☐ Are meeting leaders aware of evacuation plans and where to go in case of an emergency?

☐ Is there an emergency kit or first aid kit located nearby? If so, are the meeting organizers aware of where it is?
Assessing Your Meeting

Asking your meeting attendees to evaluate and assess the meeting will help to gauge the success of your healthy meeting. This evaluation will also allow you to see which components of the healthy meeting may need adjustments and which aspects will still take time to garner acceptance. Feel free to use all of this evaluation or modify it to be included in any additional meeting evaluations you use.

Nutrition

Did this meeting provide enough healthy food options?
___ Yes, there were many healthy food options
___ Yes, there were some healthy food options
___ No, there were few healthy food options
___ I do not know/I am not sure or I do not have an opinion

Additional comments/suggestions:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Did you enjoy the food provided at this meeting?
___ Yes, I enjoyed the food
___ I somewhat enjoyed the food
___ No, I did not enjoy the food
___ I did not have any of the food provided

If yes, what did you enjoy about the food? If no, what would you have changed about the food?:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What was your favorite food item served at this meeting?
__________________________________________________________________________________________
__________________________________________________________________________________________

What was your least favorite food item served at this meeting?
Did you enjoy the beverages offered at this meeting?
___ Yes, I enjoyed the beverages
___ I somewhat enjoyed the beverages
___ No, I did not enjoy the beverages
___ I did not have any of the beverages provided
If yes, what did you enjoy about the beverages? If no, what did you have changed about the beverages?: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Breaks/Activities**

Did you have any breaks during the meeting?
___ Yes, there was a break during the meeting
___ No, no break was offered during the meeting
If there was no break provided, would you have wanted a break? _________________
Were you encouraged to do any stretches or engage in physical activity during the break?
___ Yes, there was a programmed stretch/physical activity during the break
___ Yes, we were encouraged to stretch or be physically active on our own during the break
___ No, there was no suggestion for stretching/physical activity during the break
If yes, did the encouragement help you be more physically active during the break? If no, would you have participated in a group stretch/physical activity had it been offered?: ________________________________
________________________________________________________________________

How long was your break?
___ 5-10 minutes
___ 10-20 minutes
___ 30 minutes or lunch break
___ 30+ minutes
Did you feel like you had adequate time for your break? Why or why not?:
__________________________________________________________________________________________
__________________________________________________________________________________________
Do you have any other suggestions or comments about the breaks and activities during this meeting?:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

**Sustainability**

Were separate containers provided for recycling, composting, and/or landfill disposal?
___ Yes, all three bins were provided
___ Yes, at least one recycling OR composting bin was provided (in addition to regular trash bins)
___ No, only regular trash bins were provided

Which of these sustainable options were offered at this meeting?
___ Bulk water was provided instead of individual plastic water bottles
___ Recycling/composting was suggested or encouraged
___ Reusable or recyclable/compostable utensils and plates were offered
___ There were minimal paper handouts given at the meeting (e.g. agenda was sent electronically, screen projections, etc.)
___ Other sustainable options were provided, such as:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

**General**

What other suggestions do you have to make meetings healthier?:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________