



OHIO FOOD & BEVERAGE

# Guidelines Toolkit



Department of  
Health

GOOD  
FOOD  
HERE



## What's inside this guide?

- Introduction.
- Communication.
- Nutrition Standards.
- Sustainability Considerations.
- Vending Machines.
- Catering and Meetings.
- Cafés, Cafeterias, Snack Carts, and Micro Markets.

## Acknowledgments

Portions of this guide were adapted from:

- American Heart Association and American Stroke Association: Healthy Workplace Food and Beverage Toolkit.
- Ohio Hospital Association: Eating Healthy Is Good4You Toolkit.
- National Alliance for Nutrition and Activity: Healthy Meeting Toolkit.
- National Center for Chronic Disease Prevention and Health Promotion: Smart Food Choices: How to Implement Food Service Guidelines in Public Facilities Toolkit.
- Society for Nutrition Education and Behavior: Healthy Meeting Guidelines 2016.
- Kansas City Health Department: Healthy Vending in the Workplace Toolkit.

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## INTRODUCTION

This toolkit is designed for worksites and community organizations that are looking to make changes to create a healthier food environment. Included is guidance on customer buy-in, nutrition standards, sustainability considerations, assessment/evaluation tools, and marketing/promotion suggestions.

### Following these guidelines will:

Help contribute to a culture of health, which is an environment where health is valued, supported, and promoted through programs, policies, benefits, and environmental supports.

### Why does a healthy food environment matter?

There is a strong relationship between physical and social environments and healthy behaviors:

- Reducing the obesity rate by 5% could save \$158.1 billion in healthcare costs over 10 years.
- On average, obesity-related absenteeism and obesity-related loss of productivity cost employers \$6.4 billion and \$30 billion per year, respectively.
- Healthy eating is crucial in maintaining a healthy weight, and it can help improve productivity.
- 74% of customers are trying to eat healthier and 65% are eating specific foods to lose weight.
- A systematic review of 31 random controlled trials found strong evidence that lifestyle interventions in a workplace can positively affect body fat, which is one of the strongest predictors of cardiovascular disease risk.
- A healthy weight and decreased disease risk can be achieved through regular physical activity and a healthy eating pattern. This involves limiting intake of sodium, saturated fats, added sugars, and refined grains, and emphasizing fruits, vegetables, whole grains, fat-free or low-fat dairy products, seafood, and lean meat or meat alternatives.

### Success Story

The Chicago Parks District implemented 100% healthier products in all park vending machines. A recent study found that 88% of park-goers reacted positively to the healthier options, and the leading complaint was that they still weren't healthy enough. The average monthly sales per machine increased over 15 months from \$87 to \$371.



**2 OUT OF EVERY 3**  
adults in America are  
overweight or obese.



## COMMUNICATION

It is important to communicate to your organization about the healthy changes being implemented to encourage continued support, participation, and feedback from employees and visitors.

### Approaches

1. Social Media.  
See examples to the right.
2. Press Release.
3. Signage.
4. Message Boards.  
Electronic or bulletin board.
5. Email.  
See worksites example on the next page.



Want a lunch that's tasty, priced right, AND good for you? Head to the new and improved [CAFÉ, MARKET, ETC.]!  
[#GoodFoodHere](#)



Feeling hungry? Take the stairs to the vending machine and grab a healthy snack from our new options!  
[#GoodFoodHere](#)



Looking for a snack or meal that tastes good and is priced well, but is still good for you? It's now possible here at [NAME OF ORGANIZATION]! Our [VENDING, CAFÉ, CAFETERIA, MARKET] offers food and beverages that support your healthy lifestyle. Come check it out!





## Worksites

The following email can be modified and used to share information about the upcoming changes.



TO: All Members

FROM: [ORGANIZATION WELLNESS COMMITTEE]

SUBJECT: Our Commitment to a Healthy Organization

We value the health of each person here and want to provide an environment in which you can thrive. We are committed to fostering a culture of health in our organization where healthy choices are the easiest choices. In the coming [WEEKS/MONTHS], we'll be offering healthier food options in our [VENDING, MEETINGS, CAFETERIA, SNACK CARTS, MICRO MARKETS].

Making healthy changes where many adults spend much of their day is an important way to help people be healthier. It also helps cultivate social norms that foster healthier choices and behaviors. Studies have shown that improving the types of foods and beverages served and sold in the workplace positively affects employees' eating behaviors and results in net weight loss.

With the help of our friends at the [LOCAL HEALTH DEPARTMENT], we've committed to several ambitious goals, including:

- Reducing the amount of sugar-sweetened beverages, candy, and other non-nutritious foods, while increasing access to water.
- Reducing sodium, added sugars, and saturated fat in the food and beverages provided.
- Providing more fruits, vegetables, and whole grains.
- Providing reasonable portion sizes.
- Identifying and using food vendors who offer healthier options.

Making these changes will take time and cooperation. Our aim is not to restrict personal choices, but to simply create a healthier environment that will benefit us all. We value your support and feedback during this transition process. To increase your understanding of these changes, we will continue sharing additional information in the upcoming weeks.

Sincerely,

[ORGANIZATION WELLNESS COMMITTEE]



# NUTRITION STANDARDS

Recommended by the American Heart Association.

## Beverages

**Water** (plain, sparkling, and flavored):

- $\leq 10$  calories per serving.

**Milk** Fat-free or low-fat (1%) milk and milk alternatives (soy, almond, etc.):

- $\leq 130$  calories per 8 fluid ounces.

**Unsweetened coffee and tea**

**100% fruit or vegetable juice**

(no added sugars/sweeteners, except non-nutritive sweeteners):

- $\leq 120$  calories per 8 fluid ounces.
- $\leq 150$  calories per 10 fluid ounces.
- $\leq 180$  calories per 12 fluid ounces.

**All other beverages:**

- $\leq 10$  calories per serving.

## Snacks

**All snacks except plain nuts and nut/fruit mixes:**

- $\leq 200$  calories per label serving.\*
- $\leq 240$  mg sodium per label serving.
- $\leq 1$  g saturated fat.
- Grain-based bars:  $\geq 10\%$  daily value dietary fiber and  $\leq 7$  g total sugars per label serving.

**Snacks that are plain nuts and nut/fruit mixes:**

- Serving size  $\leq 1.5$  ounces (1 ounce preferred).
- $\leq 140$  mg sodium per label serving.
- $\leq 7$  g added sugar per label serving.

*NOTE: Sugar-free mints and gum are acceptable.*

*\*Label serving size may be different from the package size.*

## Entrées

- $\leq 500$  calories.
- $\leq 15$  g total fat (excluding nuts, seeds, and products containing nuts or nut butters).
- $\leq 230$  mg sodium.
- $\leq 2$  g saturated fat (per 200 calories; excluding nuts, seeds, and products containing nuts or nut butters).
- $\leq 10$  g added sugar.
- $\geq 2$  g fiber (if product is grain-based or potato-based).

## Meals

- $\leq 700$  calories.
- $\leq 800$  mg sodium ( $\leq 525$  mg preferred).
- $\leq 5$  g saturated fat.
- At least 2 servings (1–1.5 cups) of vegetables and/or fruits.



## SUSTAINABILITY CONSIDERATIONS

Sustainable policies and practices within your organization's food environment can support both cost-saving measures and environmental conservation.

### Provide and utilize, whenever possible:

- Tap water.
- Seasonal and local foods.
- Food and beverages in bulk rather than single-serve packaging.
- Products with recyclable or compostable packaging.
- Vendors or food waste recovery groups to remove excess food and compostable waste.
- LED lighting and occupancy sensors.
- Waste stations with three bins: trash, recycle, and compost.
- Reusable decorations, linens, dishware, and containers.
- **For more information, visit:**  
[www.ams.usda.gov/services/local-regional/food-sector](http://www.ams.usda.gov/services/local-regional/food-sector)  
[www.foodprint.org](http://www.foodprint.org)



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