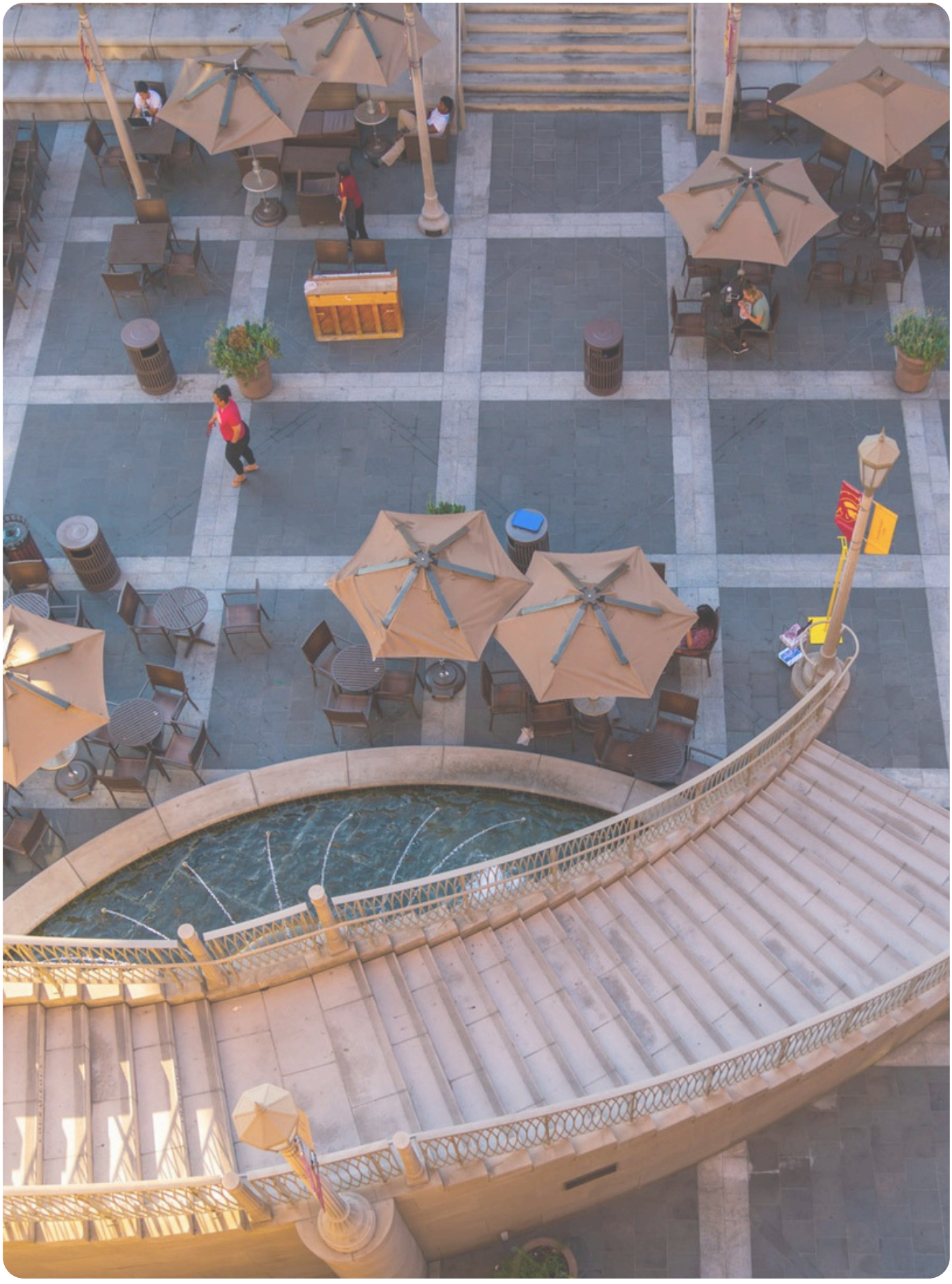
USC WorkWell Center

USC Healthy Meetings & Events Guide

Supporting the health andwell-being ofthecampus community with recommendationsfor optionstoeat healthy, be physically active, and hold sustainable and productive meetings and events.

USC HEALTHY CAMPUS





The USC Healthy Meetings & Events Guide provides recommendations to support the health and well-being of the campus community with options to eat healthy, be physically active, and hold sustainable and productive meetings and events.

How to Use this Guide

The USC WorkWell Center is committed to the health, safety, and well-being of the campus community. This USC Healthy Meetings & Events Guide, developed as a tool for campus planners and administrators, represents a step toward that commitment by ensuring faculty, staff, and students have awareness of options for healthy food and beverages at all campus-related events. Information on conducting healthy and productive meetings, fitting in breaks and activities, using sustainable supplies, and food safety are also included in this guide. The guide can also be used for those working, living, and studying remotely when conducting virtual meetings.

This guide was developed by the USC WorkWell Center, in collaboration with Recreational Sports, Dining and Hospitality, Environmental Health & Safety, and the Office of Sustainability.

By following the recommendations in this guide, health and well-being, safety, and sustainability will be promoted at USC.

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Why Focus on Healthy Meetings?



Our physical and social environments have a huge impacton our health, well-being, and safety. The environment in which we work, teach, learn, and live shapes many of the choices we make. Environmental factors can either support or hinder our efforts to eat well and be active.

Faculty, staff, and students make food, beverage, and physical activity choices all day long, including at meetings and events on campus and at home. Since many of our meals and snacks are consumed on campus, having healthy food options becomes very important to support healthy eating behaviors. Setting aside time and prioritizing movement breaks provides the opportunity for physical activity.

If the inclusion of healthy food and beverage options becomes the campus norm wherever food is provided– meetings, events, potlucks, celebrations— this will support the health and well-being of our faculty, staff, and students and contribute to a healthy campus culture. The simple suggestions included below will create opportunities to eat healthy and be physically active during campus meetings and events.

How Were These Guidelines Developed?

The USC Guide for Healthy Meetings & Events provides guidelines for nutrition, physical activity, and sustainability recommendations for campus meetings and events. The recommendations for nutrition are derived from the Dietary Guidelines for Americans (2020-2025) which were jointly developed by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). The recommendations for physical activity were derived from the Physical Activity Guidelines for Americans (2018) which were developed by the United States Department of Health and Human Services (HHS). See last page for full references.

Key Recommendations from the Dietary Guidelines for Americans

The key recommendations from the Dietary Guidelines encourage Americans to:

Follow a healthy dietary pattern at every life stage. Choose a healthy dietary pattern to meet nutrient needs, help achieve a healthy body weight, and reduce the risk of chronic disease. It is never too early or too late to eat healthfully.

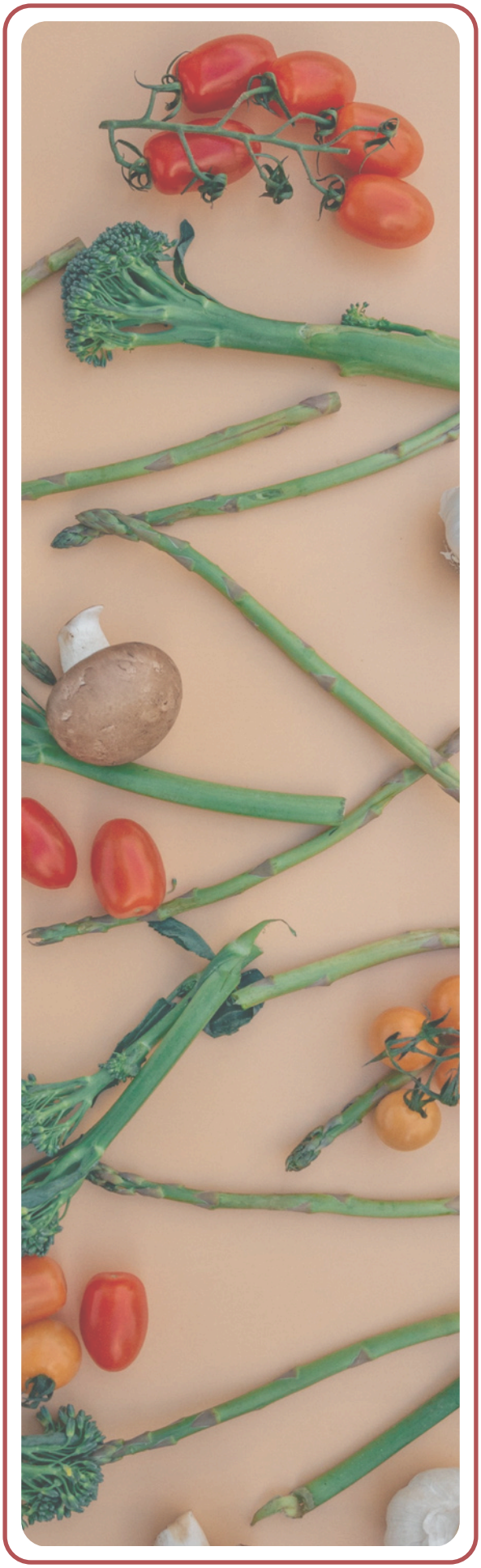
Customize and enjoy nutrient-dense food and beverage choices to reflect personal preferences, cultural traditions, and budgetary considerations. A healthy dietary pattern can benefit all individuals regardless of age, race, or ethnicity, or current health status. The Dietary Guidelines provide a framework intended to be customized to individual needs and preferences, as well as the foodways of the diverse cultures in the United States.

Focus on meeting food group needs with nutrient-dense foods and beverages and stay within calorie limits based on age, weight, height, and activity level. An underlying premise of the Dietary Guidelines is that nutritional needs should be met primarily from foods and beverages—specifically, nutrient-dense foods and beverages. Nutrient-dense foods provide vitamins, minerals, and other health-promoting components and have no or little added sugars, saturated fat, and sodium. A healthy dietary pattern consists of nutrient-dense forms of foods and beverages across all food groups, in recommended amounts, and within calorie limits.

There are a few basic requirements for a healthy diet that need to be considered when planning meals. These core elements that make up a healthy dietary pattern include:

- Vegetables of all types—dark green; red and orange; beans, peas, and lentils; starchy; other vegetables, such as avocado, cauliflower, and celery. Eat 2-4 cups of vegetables per day.
- Fruit, especially whole fruit—apple, banana, grapes, orange, peach, pear, pineapple, and watermelon. Eat 1.5-2.5 cups of fruit per day. A variety of colorful fruits and vegetables provides essential vitamins, minerals, antioxidants, and fiber.
- Grains, at least half of which are whole grain. Whole grains provide vitamins, minerals, and fiber, which help us feel fuller because they take longer to digest. Examples of whole grains include brown rice, whole-wheat bread, crackers or pasta, buckwheat, barley, and popcorn.
- Dairy, including fat-free or low-fat milk, yogurt, and cheese, and/or lactose-free versions and fortified soy beverages and yogurt as alternatives.
- Protein foods—lean meats, poultry, and eggs; seafood; beans, peas, and lentils; nuts, seeds, and soy products.
- Oils—vegetable oils, particularly olive oil, and oils in food, such as seafood and nuts.

Limit foods and beverages higher in added sugars, saturated fat, and sodium, and limit alcoholic beverages. A healthy dietary pattern doesn't have much room for extra added sugars, saturated fat, or sodium—or for alcoholic beverages.



Limit the Following:

Added sugars—Less than 10 percent of calories per day. Added sugar is found in many foods and the calories can add up quickly. Look for food and beverages low in added sugar. Choose water instead of sweetened coffee, tea, and soda, which add hundreds of calories and contain few nutrients.

Saturated fat—Less than 10 percent of calories per day. Saturated fat is mostly found in animal products such as red meat, cold cuts, butter, cheese, and whole milk. Substitute with mono- and poly-unsaturated fats found in olive or canola oil, nuts and seeds, avocados, and fatty fish, such as salmon and tuna. Replace full-fat milk, yogurt, and cheese with their fat-free and reduced-fat versions, or with fortified plant-based beverages, such as soy, oat, and almond milk. To significantly reduce saturated fat and calories, choose foods prepared by broiling, steaming, grilling, baking, or sautéed with mono- or poly-unsaturated fats (olive, canola, soybean oils).

Sodium—Less than 2,300 milligrams per day. Research shows that eating less than 2,300 mg of sodium per day may reduce the risk of high blood pressure.

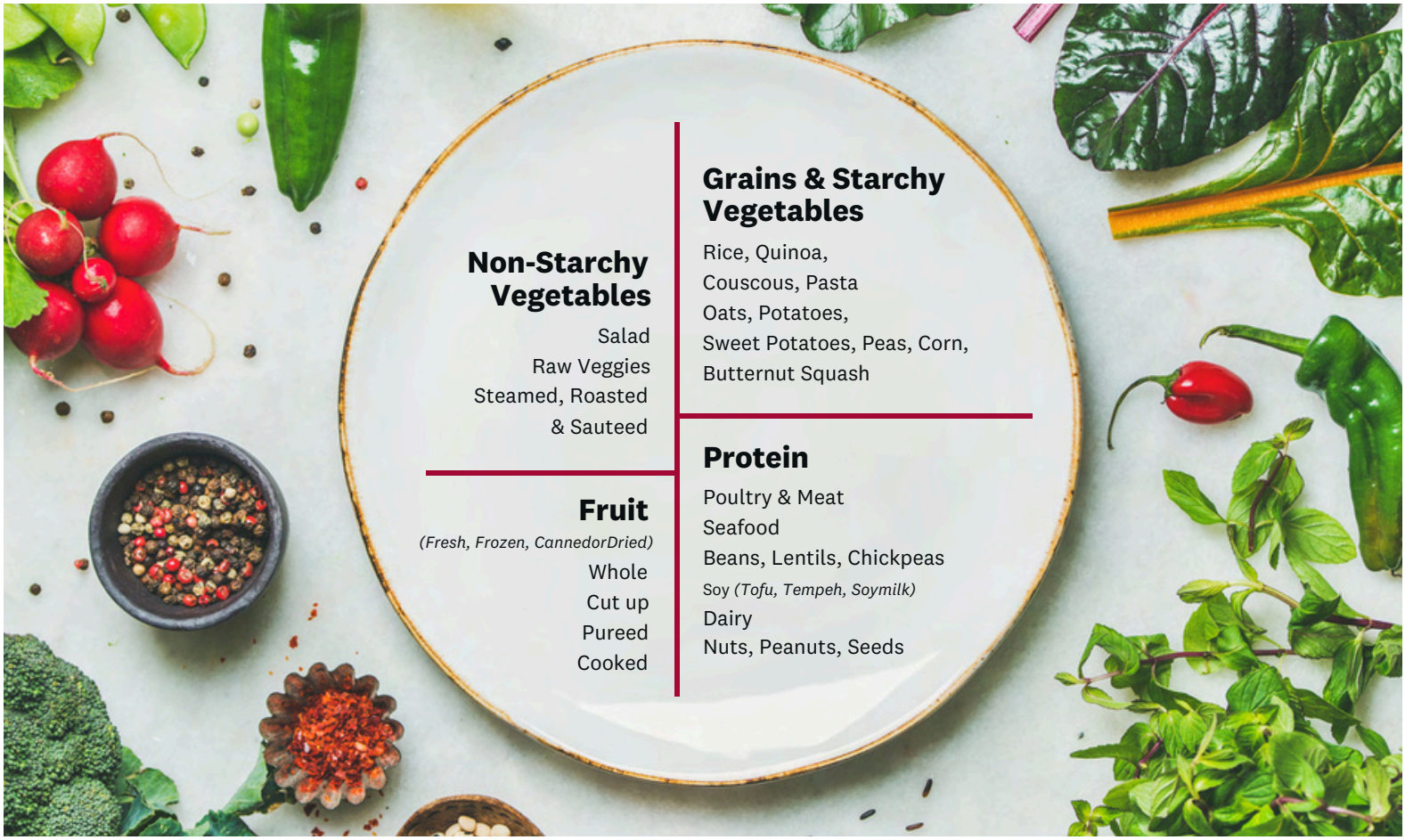
Alcoholic beverages—Adults of legal drinking age can choose not to drink or to drink in moderation by limiting intake to 2 drinks or fewer in a day for men and 1 drink or fewer in a day for women, when alcohol is consumed. There are some adults who should not drink alcohol, such as women who are pregnant.

Note: The Dietary Guidelines' key recommendations for healthy eating patterns should be applied in their entirety, given the interconnected relationship that each dietary component can have with others.

USC Healthy Trojan Plate

One way to put these guidelines into practice is to think of every meal as a plate that includes all the core elements of a healthy diet. Each food group has its own nutritional value, so it is important to include a variety of foods in each meal. Included below is a helpful resource that can be used to make healthy food choices and create a nutritionally balanced meal anytime.

What is a Balanced Plate?



Don't Forget to Add

Water

- Hydrate with water instead of sugary beverages

Healthy Fats

- Plant based oils (e.g., olive oil)
- Avocado
- Nuts / Peanuts / Seeds

Calcium Rich

- Dairy
- Almonds
- Broccoli & Dark Leafy Greens
- Oranges
- Tofu
- White Beans

Gut Healthy

- Probiotics: Sauerkraut, Yogurt, Tempeh, Miso, Kefir, Kombucha, Kimchi
- Prebiotics: Onions, Garlic, Apples, Bananas, Asparagus, Beans, Wheat, Barley, Flax

Compliments to a Healthy Plate

- Fun Fitness
- Stay Social
- Reduce Stress
- 7–8 Hours of Sleep/Night

For more information go to our dietitian page: hospitality.usc.edu/dietitian/

Guidelines for Healthy Choices at Campus Meetings and Events

The simple guidelines included below will create opportunities to eat healthy and be physically active during campus meetings and events.

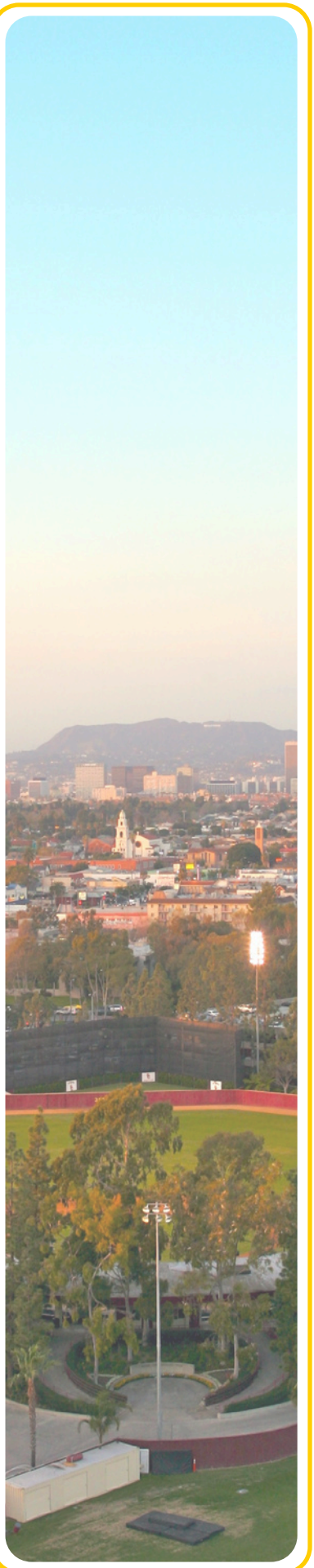
14 Simple Guidelines for Healthy Campus Meetings and Events

- Offer pitchers of tap water instead of individual plastic water bottles as the main beverage.
- Avoid soft drinks and sugar-sweetened beverages.
- Offer a variety of colorful fruits and vegetables.
- Serve fresh fruit instead of traditional desserts.
- Choose whole grains for breads, side dishes, and baked goods.
- Select lean proteins and offer at least one plant-based option.
- Serve sources of healthy fats, such as vegetable oils, nuts, seeds, and fatty fish.
- Serve dressings and condiments on the side.
- Ensure that the food is fresh and meets food safety guidelines.
- Provide adequate time for the meeting participants to serve and finish their meal.
- Plan physical activity breaks into the agenda.
- Follow sustainability guidelines.
- Consider offering just water and fruits or vegetables for meetings outside of lunch hours. Not all meetings have to include food.
- Ensure a smoke/tobacco-free meeting environment.

Eating at USC? Recommendations for Ordering Meals

Follow these quick tips when ordering meals:

- Make sure your meal includes a variety of food groups, such as vegetables, protein sources, and grains.
- Monitor your portions, ask for a to-go box, or select a smaller
- plate if that is an option.
- Choose dishes that have plenty of fresh veggies and fruits or have a small salad as a side.
- Limit fried foods and dishes high in saturated fat, such as those
- cooked with cream or butter.
- Choose whole grains, such as brown rice and oatmeal, which keep you fuller longer.
- “Undress your food” by asking for dressing/sauces on the side and using less.
- Select healthy condiments, such as salsa, mustard, extra virgin olive oil, and balsamic vinegar.



Quick Healthy Meeting Checklist

Use this quick healthy meeting checklist for your meetings to ensure you've covered key points in this guide.

Event Date: Event Name:

Coordinator: Food Vendor:

- [ ] Do any attendees have food allergies that need to be accommodated?
- [ ] Is tap water (not served in plastic bottles) the main beverage?
- [ ] Are there no soft drinks and sugar-sweetened beverages?
- [ ] Is there a variety of colorful fruits and vegetables provided?
- [ ] Is fresh fruit served instead of traditional desserts?
- [ ] Are the breads, side dishes, and baked goods whole grain?
- [ ] Are lean and plant-based proteins offered?
- [ ] Are healthy sources of fat offered?
- [ ] Are dressings and condiments served on the side?
- [ ] Is the food fresh and meeting food safety guidelines?
- [ ] Are the meeting participants provided with adequate time to serve and finish their meal?
- [ ] Is a physical activity break planned into the agenda?
- [ ] Are sustainability guidelines practiced?
- [ ] Is food necessary at this meeting/event and if so, is just water and fruits/vegetables offered?
- [ ] Is this a smoke/tobacco-free environment?

Healthy Meal Ideas and Swaps

Adopting a healthy dietary pattern doesn't necessarily require sweeping changes to one's eating behaviors. A few strategic and intentional swaps can result in substantial health improvements without compromising flavor.



Beverages

Choose More	Choose Less
+ Water (spring, carbonated, or sparkling water) regular or flavored with no sugar	– Soda and other sugar-sweetened beverages
+ Coffee, tea, decaf coffee and tea, herbal tea, iced tea without sweeteners	– Sports and energy drinks with high caloric and/or caffeine content
+ Fat-free (skim) or 1% milk, or fat-free alternatives such as unsweetened, fortified plant-based milk	– Whole, 2% milk, and sugar-sweetened plant-based milk
+ 100% fruit or vegetable juice, in 6-8 oz. portions	– Large portions of juice or fruit-flavored drinks
+ Seltzer and sparkling mineral water, flavored or unflavored, without sweeteners	– Club soda

Breakfast

Choose More	Choose Less
+ Fruits: fresh, frozen, canned (unsweetened), or dried (served with a yogurt dip)	– Sweetened canned and dried fruits
+ Whole grain bread, bagels, cereals, and baked goods made without trans fat	– Baked goods made with white flour and trans fat, such as Danish, croissants, or doughnuts
+ Whole grain toast with avocado or hummus and sliced veggies for savory or natural style peanut butter and no-sugar-added fruit preserves	– Regular or large donuts, pastries, croissants, muffins
+ Fat-free or low-fat regular yogurt or Greek yogurt, topped with nuts, seeds, and/or fruit	– Sugar-sweetened yogurt
+ Spreads full of healthy fats like hummus, avocado, or plant-based cream cheese. Low-fat options such as low sugar preserves and Neufchâtel cheese (low-fat cream cheese)	– Butter or regular cream cheese
+ Egg dishes cooked with olive oil and lots of vegetables; use minimal amounts of cheese. Use a variety of both whole eggs and egg whites.	– Whole eggs cooked in butter
+ Lean turkey bacon, ham and sausage or meatless substitutes	– Regular bacon and sausage
+ Granola/energy/protein bars with minimal ingredients, made mostly whole foods, and as little added sugar as possible	– High-calorie energy bars or meal replacement bars
+ Unsweetened high fiber cereals and oatmeal	– Sweetened cereals and sweetened instant oatmeal
+ Whole grain waffles, pancakes, or French toast	– Waffles or French toast made with white bread



Lunch and Dinner

Choose More	Choose Less
+ Broth or vegetable-based soups, made with vegetables, beans, and legumes, or lean meats (e.g., minestrone, miso soup)	– Creamy soups made with high-fat meats and butter (e.g., cream of mushroom, pork ramen)
+ Salads with a variety of colorful fresh vegetables, fruits, and lean proteins (tofu, beans, legumes, skinless poultry, fish), dressing on side and made with heart-healthy oils such as canola, olive, and avocado	– Salads with high saturated fat meats (bacon, cold cuts) and high saturated fat creamy dressings (Caesar, Thousand Island, or ranch) mixed in
+ Lean protein sources such as sirloin, skinless poultry, pork loin, and seafood; plant-based protein such as tofu, beans, chickpeas, nuts, seeds, and nut/peanut butter	– High saturated fat protein sources such as meat, poultry with skin, and processed meats such as cold cuts
+ Sushi with brown rice and vegetables or fish served with fresh vegetable spring rolls or sashimi (fish only, no rice)	– Sushi with white rice and tempura vegetables or shrimp served with fried vegetable spring rolls
+ Sandwiches on whole grain bread with lean meat and seafood, beans/chickpeas, tofu, avocado, or grilled vegetables; served in halves	– Sandwiches with white bread, high saturated fat meats and condiments; served whole
+ Vegetables with chicken over brown rice	– Vegetables cooked with butter, cream, or cheese
+ Whole grain breads and pasta, brown rice, corn or whole wheat tortilla, legume pasta and quinoa	– Bread and pasta with white flour and white rice
+ Condiments low in saturated fat: mustards, vinegars, salsa, sun-dried tomato or olive spreads, hummus, tzatziki, guacamole, and pesto	– Condiments high in saturated fat: butter, mayonnaise, sour cream
+ Baked potato with low fat or vegetarian toppings	– Baked potatoes with butter, sour cream, and bacon bits
+ Whole grain breads and rolls as a side	– Refined grain breads and rolls as a side
+ Pasta dishes made with whole-grain or legume pasta and tomato or other vegetable-based sauces (e.g., spaghetti marinara)	– Pasta dishes made with refined-grain pasta and cream-based sauces (e.g., spaghetti carbonara)



Snacks

Choose More	Choose Less
+ Fresh fruits: bite size, whole or sliced, dried fruits or pre-packaged (in water)	– Pastries, cookies, cakes, pies, cream puffs
+ Fresh vegetables: bite size, whole or sliced, grilled or oven roasted vegetables	– Tempura (deep fried) vegetables
+ Trail mix: small servings of mixed nuts and seeds that are low in added salt and sugar	– Trail mix: large servings of candied or salted nuts and sweetened dried fruit
+ Whole grain crackers with hummus, tuna, guacamole, cottage cheese or 1 ½ ounces of cheese (3 dice-sized cubes); 1 serving string cheese	– White flour bread and crackers with processed cheese
+ Yogurt fruit parfaits– plain Greek style yogurt topped with nuts, seeds and/or fruit	– Fruit flavored yogurt with long ingredient lists and/or more than 6g added sugar per serving
+ Baked veggie chips, whole grain pretzels and crackers, and air popped popcorn	– Fried chips, regular or buttered popcorn
+ Low sodium, low saturated fat, or fat-free dips (mustard, salsa)	– High sodium, high saturated fat dips (sour cream, French onion, cheese)

Desserts

Choose More	Choose Less
+ Small portions of whole grain baked goods	– Large pieces of cake, pie, cookies, or other baked goods
+ Nutrient-dense sweet treats such as fresh fruit, dark chocolate, and chia pudding. When eating traditional desserts such as brownies, cake, and ice cream, serve in small portions	– Desserts high in saturated fat, calories, and added sugar

Recommendations for Eating During Remote Work

It can be challenging to follow a healthy dietary pattern when working from home, especially for those who are working remotely with easy access to the kitchen. Included below are several considerations to encourage healthy meal choices in the virtual workplace.

- Make sure meals are compatible with the Healthy Trojan Plate.
- Learn about the importance of healthy food and beverage choices for energy, productivity, and mental clarity. Emphasizing the relationship between nutrition and work performance may interest those who want to eat and perform better.
- Sharing examples of healthy meals can prove helpful, especially for those who lack culinary experience.
- Promote healthy food-related behaviors, such as meal prepping and scheduling meals, and have additional educational material ready if needed.
- Discourage unhealthy food behaviors, such as multitasking during meals, snacking from the original container or bag, and working in or near the kitchen. It is important to explain the rationale behind these behaviors and provide solutions or alternatives for each one.
- Organize virtual nutrition-related activities, such as cooking classes. These activities can be a fun way to build a culture of health and wellbeing in the virtual workplace.
- Ensure that adequate time for meal or snack breaks is planned into the agenda of virtual meetings.

For more information on healthy eating options and resources at USC, please visit USC Campus Dining and Hospitality.

EatWell on Campus

EATWELL BITES

Deliciously balanced meals at USC. Look for the EatWell icon on the campus dining mobile ordering app, ordering kiosks, online menus and/or in-store signage. Visit the EatWell list to view the entire selection.

Seeds
- Backyard Salad
- Veggie Scramble Bowl
- Positive Food Co: Moroccan Style Chicken Breast, Beet Poke Snack Box, Banana Bread Chia Oat Pudding, Salmon, Kale & Cucumber Mint Salad
- Fresh Harvest Bento Box (Jain friendly)
- Cottage Cheese Garden Bento Box (Jain Friendly)

Annenberg Café
- Roasted Chicken Salad

Taco Taco
- Guacamole Bowl
- Chicken Taco Plate + side of black beans

C&G Juice
- Fight On Smoothie
- Tropical Breeze Smoothie
- Protein Power Smoothie
- Mango Tango Smoothie

Popovich Café and Law Café
- Expresso Overnight Oats
- Fruit & Chia Greek Yogurt Parfait

HSC and UPC Trojan Grounds
- Positive Food Co: Grain Power Salad Bowl, Lemon Roast Chicken Breast, Roast Salmon with Sage Tomato Jam, Achiote Lime Chicken Salad Bowl
- Mango Tango Smoothie (HSC only)



Food Safety

- Wash hands with water and soap for at least 20 seconds before and after handling food. If soap and water are not available, use an alcohol-based wipe or hand gel.
- Clean all surfaces and utensils with hot water and soap, including cutting boards, countertops, peelers, and knives that will touch any food before and after food preparation. Use a separate cutting board for raw ingredients (e.g., raw chicken) only to avoid cross- contamination to ready-to-eat foods (e.g., fruits and vegetables).
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten. Packaged fruits and vegetables labeled “ready-to-eat”, “washed” or “triple washed” need not be washed.
- Foods need to be cooked to the proper temperature because heat kills germs. The minimum safe internal cooking temperature for proteins are: Beef, Pork, Lamb 145°F; Fish 145°F; Ground Beef, Pork, Lamb 160°F; Turkey, Chicken, Duck 165°F. Note: Use a food thermometer to make sure that food is done. You can’t always tell by looking.
- Bacteria multiply rapidly in the temperature “danger zone” between 41-135°F. Never leave perishable food, such as meat, poultry, eggs, and casseroles, in the danger zone for longer than 2 hours.
    - Chill leftovers and takeout foods within 2 hours and keep the fridge at 41°F or below.
    - Remove and throw away bruised or damaged fruits and vegetables before eating them raw.
    - Store leftovers properly by keeping raw ingredients and ready- to-eat foods separately.
    - If in doubt, throw it out!

All students, departments, or non-USC clients intending to provide food service at an event are required to receive approval from USC Auxiliary Services by submitting a Food & Beverage Request Form at least two weeks prior to the event. Student organizations wanting to sell food/drinks for fundraising needs must submit a request to USC Trojan Event Services along with approval from USC Auxiliary Services.

For more information regarding food safety, please visit USC Environmental Health & Safety.

Sustainability

For any meeting or event, big or small, the choices you make have a sustainable impact. See below for ways you can create more sustainable events.



Food and Beverages

- Before a meeting or event, encourage participants to bring their own reusable beverage containers. See the USC Sustainability Map for locations of water bottle refill stations.
- Avoid single-use water bottles and serve beverages from reusable pitchers.
  - Support USC's Single-Use Plastic Beverage Bottle Elimination Policy to prevent plastics from entering USC's waste stream. As of July 1, 2022, single-use plastic beverage bottles should be replaced with more sustainable alternatives such as aluminum or glass.
  - **Important Note:** Beverage containers made from plastics that are designed for one time use are not acceptable alternatives. This includes boxed waters, which have a plastic lining.
- Order food and beverages in bulk or buffet style, rather than single servings.
- The environmental burden of livestock farming is substantial. Offer your guests a menu with more healthy, plant-based food options and/or meat with a smaller carbon footprint, such as fish or chicken, rather than red meat, to lower your environmental impact.
- Purchase food locally from farmers markets to cut down on travel costs for produce.
- Prevent waste by only ordering what you need. Plan ahead to donate leftovers. After the event, assess plate waste to project future orders more accurately. Provide a compost bin for caterers or kitchen staff to collect food scraps. Compost leftover food if it has been served and cannot be donated.

Zero Waste and Recycling

- Check out the FPM Events website for all the service offerings and requirements needed for a successful sustainable event.
- Choose reusable, washable serving containers and eating utensils.
- Use uncoated 100% fiber-based cups (paper or bamboo) when disposable is the only option.
- Recycle all bottles, glass, and paper if possible, using one of the many different recycle bins across campus. Learn how to properly sort waste in USC's multi-stream waste bins.
- Choose reusable or recyclable giveaways and centerpieces.

Paper

- Email the meeting agenda to participants in advance and post the agenda on a whiteboard.
- Use paper name tags with reusable holders instead of single-use name tag stickers.
- Always print double-sided or multiple pages/slides per page.

Visit the USC Sustainability website or take the online Employee Sustainability Training to learn about more ways to be a sustainable Trojan.

Guidelines for Conducting Healthy and Productive Meetings

USC supports a healthy work, teaching, and learning environment both on and off campus and is committed to the health, safety, and well-being of our faculty and staff. There are several strategies to conduct effective meetings while considering the well-being of your participants. Try a few of these strategies or come up with your own.

Strategies for Healthy and Productive Meetings

Considerations for scheduling meetings

- Hold 50-minute meetings (instead of 60 minutes) to allow 10 minutes to transition or take a mental break before the next meeting
- Hold 25-minute meetings vs. 30-minute ones
- For longer meetings, consider shortening the length (1 hour 45 minutes vs. 2 hours)
- If possible, avoid scheduling meetings on Fridays from 1-5 p.m. to allow time to catch up on the week and prepare for the following week or consider "Zoom-free Fridays" or monthly "no meeting days" to address Zoom fatigue.
- If possible, avoid meetings at 8 a.m. on Mondays to allow time to warm up to work
- If possible, avoid scheduling lunch meetings unless they are programs or activities that do not require a lot of focus and concentration

During the meeting

- Incorporate ice breakers/brain teasers at the beginning of meetings:
  - Share with each other
  - Ways you are coping during this time
  - What are you thankful for?
  - Tell us something positive that you have experienced during this time
  - Provide a puzzle or riddle to solve
  - Share an object or photo
  - Share your favorite healthy snack or activity
  - What was the last movie, song, TV show, food, trip, etc. you experienced?

Prior to the meeting, establish expectations

- Video camera is optional to allow participants to take a visual break
- Standing or walking during the meeting is encouraged and acceptable
- Where feasible, consider conducting a walking meeting
- Encourage participants to bring water and a healthy snack for longer meetings or meetings that may run into lunchtime
- Ensure that all participants have the meeting ID and password along with agenda and documents in advance so they can prepare accordingly
- Designate different roles– facilitator, note taker, timekeeper– and rotate to share the workload and enhance participation



USC WorkWell Center has created a stretch break PPT slide to plug into your presentations as a reminder fo individuals to stand and stretch during meetings. To download the PPT slides, please click here.

- Incorporate a mindfulness minute at the beginning
  - The host of the meeting acknowledges that everyone is very busy and thanks them for being at this meeting, take a minute to refocus, adjust posture (sit up tall or scoot back in their chair, feet on the ground/on a stool, shoulders relaxed, view of monitor is where they want it, etc.), and take a few 4 count in-breaths and out-breaths
- Incorporate stretch breaks during classes/meetings, especially for those over 1 hour.
  - March in place
  - Step from side to side
  - Move wrists, arms, head, and torso in circles
  - Roll shoulders back
  - Turn on music and dance or just move!



- Create a safe and welcoming environment where participants can contribute
  - Use functions like chat, polls, raise hand, etc. to allow for multiple ways to participate
- Kindly ask participants to mute when not speaking to avoid background noise and interruptions
- Check in with all participants to make sure everyone has a chance to speak and share
- Have participants identify themselves and make sure everyone recognizes each other
- Pose a question that participants can think about and discuss at the next meeting
- If possible, record your meetings or distribute notes to guarantee that participants understand the next steps and have the resources to complete their tasks
- Provide adapted programming or alternative activities for those with disabilities
- Avoid static PowerPoints when presenting to the group
- Use animations and impactful visuals

Physical Activity Guidelines

In tandem with the recommendations above, Americans of all ages should meet the Physical Activity Guidelines for Americans. Adults who are physically active are healthier, feel better, and are less likely to develop many chronic diseases than adults who are inactive. For adults, regular physical activity can provide both immediate benefits (e.g., boost mood, reduce stress, improve sleep) and long-term benefits (e.g., improved bone health and reduced risk of many diseases, such as cardiovascular disease, type 2 diabetes, depression, dementia, and many types of cancer).

Adults should move more and sit less throughout the day. Some physical activity is better than none. To attain the most health benefits from physical activity, adults need at least 150 to 300 minutes of moderate-intensity aerobic activity, like brisk walking or fast dancing, each week. Adults also need muscle-strengthening activity, like lifting weights or doing push-ups, at least 2 days each week.

Fitting in Activity and Breaks

Incorporating physical activity and breaks into your meetings will increase participant energy, attention span, enthusiasm, and productivity. Research suggests that there are health benefits for individuals who integrate short bouts of activity into their day.

The most efficient way to counteract the effects of static postures (prolonged sitting) is simply to stretch in the opposite direction of the prolonged posture. Thus, when sitting for long periods, standing and performing a backbend are very beneficial.



A Physical Activity Break Is:

- An opportunity to be physically active for a short period during the workday
- An energizer for the rest of the meeting
- 1-2 minute stretch break or a 15-30 minute walk break

A Physical Activity Break Should Be:

- Fun, safe, and not require a professional leader
- Voluntary
- Allow participants to go at their own pace
- Pain-free and comfortable
- Done without breaking a sweat

Guidelines for Activity Breaks:

- Breaks can take place anywhere (inside or outside of meeting room)
- Music is optional
- Ensure sufficient space and clearance to avoid injury
- Advise participants to do what feels good and stop if they feel any pain
- For 2-hour meetings, include a stretch break
- For 2-4 hour meetings, include a 5-10 minute activity break for walking or schedule a light 5 minute light aerobic activity
- For all-day meetings, in addition to stretch breaks and 5-minute activity break, schedule time for a 30-minute break and encourage participants to take a walk or engage in another physical activity

For more information on physical activity resources, services, and programs, please visit USC Recreational Sports.

Physical Activity Meeting Guidelines:

- Choose a location for your meeting where participants can easily and safely take a walk
- Provide participants with maps and walking routes of nearby attractions and walking trails
- Organize an early morning activity opportunity (e.g., morning walk, fitness class– tai chi, yoga, aerobics, etc.)
- Encourage use of the stairs
- Incorporate mixers and icebreakers that encourage moving around
- Consider a casual dress code so participants can move around more freely
- Encourage standing during meetings
- Give participants incentives for being active. Provide forms to keep track of activity and draw prizes for those who meet a specified requirement for activity (e.g., at least 30 minutes on most days of the week)
- Encourage “walk and talk” sessions instead of traditional roundtables
- For remote online meetings, encourage participants to stand and stretch during calls and webinars or go for a walk during phone meetings. The key is to get up and move throughout the day!

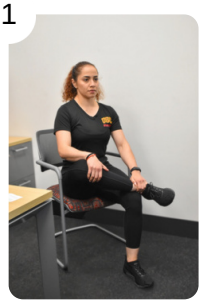
Activity Break ideas:

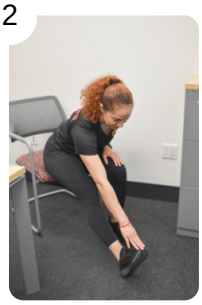
- March around the room
- Walk across the room and connect with someone
- Stand and drink water
- Lead a full body stretch break
- Twist to your right and left and make a new friend
- Dance to music
- Walk for 5 minutes after lunch
- Play catch using a foam ball or beach ball

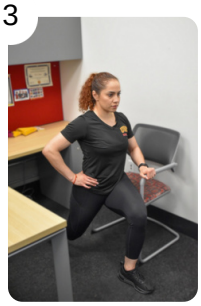
Stretch with USC

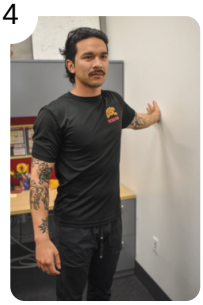
1. Start in your seat

Asyou are seated, stretch your legs and back with a seated figure-four stretch (1), hamstring stretch (2), and slowly stand and begin hip extension (3).

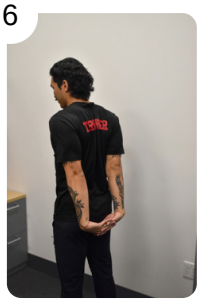
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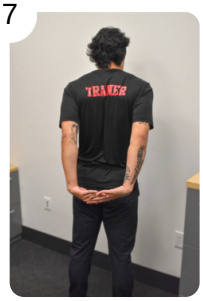
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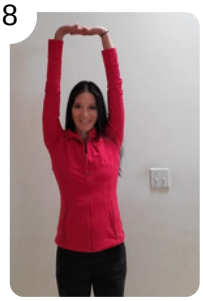
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2. Stand up and stretch your upper body

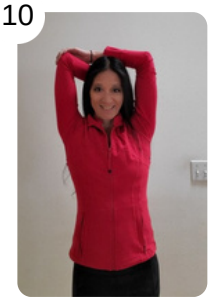
Stretch your chest and shoulders with a bicep stretch (4) (5), standing chest stretch (6), and chest/shoulder stretch (7).

3. Arms and neck

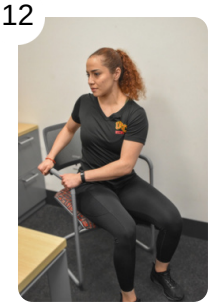
Extend your arms above your head with an overhead stretch (8), then stretch to the side (9). Pull on your elbows for a tricep stretch (10). Release your arms and end with a side neck stretch (11).

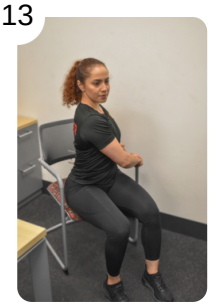
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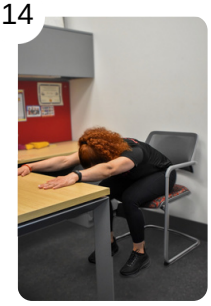
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4. Stretch your back

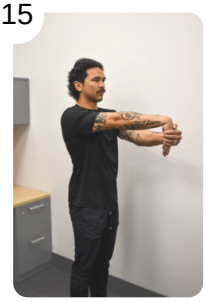
Reach over and place both hands on the handles of your chair and twist toward that side to stretch the back (12) (13), then place both hands on your desk (14) and push your hands into the desk.

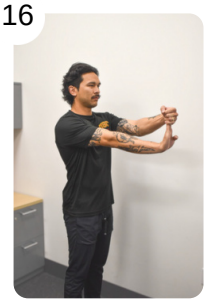
5. Move on to your wrists

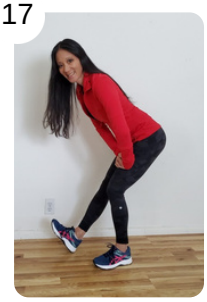
Stretch your hands and wrists with a wrist extension (15) and wrist flexion (16).

6. End with your legs

Stretch your legs with a standing hamstring stretch (17) and a standing quad stretch (18).

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Special thanks to our models: Julie C, Diana L., and Scott T.

USC WorkWell Center

This document is for informational purposes only and is not intended to take the place of your personal physician's care and attention or other professional medical services.

USC Student Life
Recreational Sports

Healthy Workplace Pledge

USC values the health of our faculty, staff, and students and guests, and we want to create a culture of health and well-being.

We commit that our campus will:

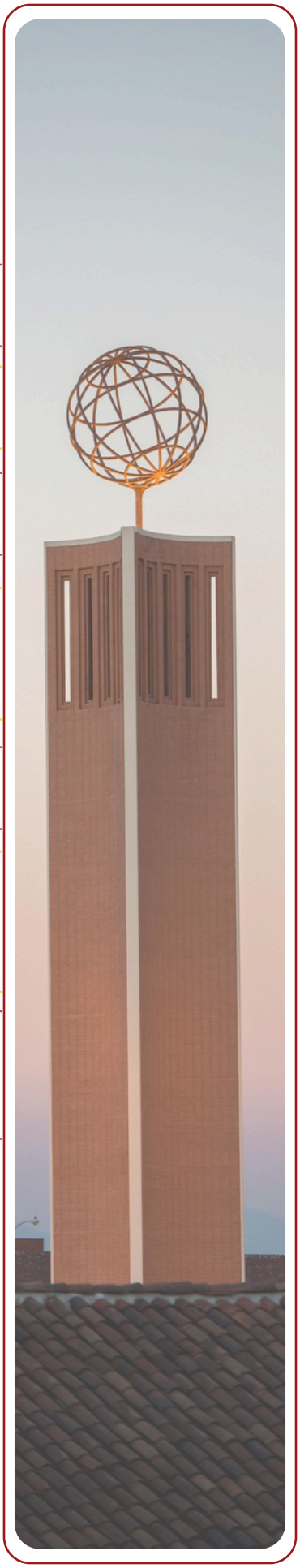
- **Provide leadership support and modeling for healthy food and beverage choices.**
- **Advocate for healthier options** throughout campus.
- **Educate employees about healthy eating and physical activity** to promote healthier choices.
- **Reduce and ultimately replace ultra-processed foods and beverages** high in calories, added sugars, and saturated fat (chips, sodas, candy, etc.).
- **Provide more nutrient and fiber-rich whole foods**, such as fruits, vegetables, and whole grains.
- **Identify restaurants, caterers and food providers where healthier food and beverage choices are readily available** and use these vendors in planning activities and events.
- **Make healthy selections** at vending machines, retail and residential dining facilities, meetings, events, and other sources of food and beverages on campus.

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Resources

Healthy Eating:

Eat Right: The Academy of Nutrition and Dietetics is an authority in the field of nutrition and is a useful source of up-to-date and science-based nutrition information.
USC Healthy Campus EatWell website: Includes guides, tools, educational resources, and programs and services to support balanced eating.
How to Read a Food Label: Check out this great resource to get information on how to read a food label.
Keep Food Safe!: A practical food safety guide developed by the USDA Food Safety and Inspection Service. It provides simple, easy- to-follow instructions on how to safely shop, store, cook, and serve food.

Physical Activity:

Physical Activity Breaks for the Workplace: A resource guide which was developed by the Centers for Disease Control (CDC) and provides numerous resources for possible physical activity breaks.

Be a part of USC Healthy Campus

Do you have an interest in health and well-being?

Are you an advocate for a healthy lifestyle or working towards one?

Get involved with a Healthy Campus subcommittee and collaborate with colleagues on projects related to nutrition, fitness, mental health, social connection, financial wellness and the built environment and sustainability.

Contact Julie Chobdee, MPH, Associate Director, Health & Well-being Program for more information at jchobdee@usc.edu.

For additional information, contact:

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USC WorkWell Center
Campus Dining & Hospitality
Recreational Sports
Environmental Health & Safety
Office of Sustainability

References:

Dietary Guidelines for Americans, 2020-2025
Physical Activity Guidelines for Americans, 2nd Edition
UCR Healthy Meetings and Events Guide
UC Berkeley Guide to Health Meetings and Events
American Cancer Society Meeting Well Booklet
University of Minnesota School of Public Health Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events

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