

COUNTY WELLNESS POLICY

POLICY STATEMENT:

It is the County's 2025 vision to create a healthy, livable, prosperous, environmentally conscious and collaborative community for our employees and the public that we serve.

Therefore, it is the policy of San Mateo County to:

- Engage employees as partners in assuring their best possible health and in reducing preventable health care costs for both our employees and the County;
- Provide a supportive work environment that promotes the optimal health and well-being of its employees including, but not limited to, the physical work environment, organizational culture, department procedures and management practices;
- Commit organizational resources to foster awareness about personal health and to build a supportive workplace environment that encourages and motivates employees to take daily healthy actions.
- Make the Healthy Choice the preferred and default choice.

POLICY GOALS

- Healthy food and beverages are available for employees and the public during the workday;
- There are opportunities for physical activity before, during or after the workday;
- Strive to eliminate workplace tobacco exposure and encourage a tobacco-free lifestyle;
- County owned or leased facilities and grounds support healthy lifestyle choices;
- Present a healthy image to clients and the community;
- Engage employees in taking good care of their health and in using the medical care system wisely;
- Provide a supportive work environment, organizational practices and culture, and dedicated resources;
- Be a corporate role model for other employers located in San Mateo County;
- Control health care costs for the County and employees.

BACKGROUND:

Chronic diseases such as heart disease, stroke, cancer, obesity and diabetes are among the most prevalent and costly health problems for employers and employees. A healthy diet and regular physical activity program can prevent or delay the onset of many of these chronic health conditions and their associated health care costs.

Employers are in a unique position to promote the health and safety of their employees. Workers typically spend more than one-third of their day on the job and usually consume at least one meal during that time. Effective worksite policies and programs can reduce health risks and improve the quality of life for their employees by creating a supportive environment and social context for employees to make personal lifestyle changes. Healthier employees are more productive and effective workers, require less expensive medical care, and are more satisfied with their jobs and their employer.

In January 2009, a labor-management Wellness Committee was established to draft a County Wellness Policy. Feedback from key stakeholders, management and employees was solicited as part of the developmental process.

The County Wellness Policy places a minimum standard for each issue. In all cases, the Healthy Choice is the preferred and default choice. Departments are encouraged to establish higher standards as appropriate. The Countywide Wellness Committee established by this policy is responsible for updating the County Wellness Policy as necessary to reflect changing laws and standards.

RESPONSIBILITIES

EMPLOYEES:

- Make positive lifestyle choices that assure one's best possible health;
- Take daily breaks and lunch periods and use part of the time for physical activity;
- Increase personal efforts to be more physically active at work (park further from the building, conduct walking meetings, deliver messages to nearby staff in person instead of email/phone, take stairs instead of elevator, etc);
- Be a wise consumer of medical care services;
- Be sensitive to the health and diet considerations of co-workers if bringing food to share;
- Encourage and support co-workers to make healthy choices during the workday;
- Participate in health and wellness programs offered by the County and/or benefit providers.

MANAGERS AND SUPERVISORS:

In addition to the items listed under "Employees"

- Be a role model in taking care of one's own health;
- Encourage and promote healthy lifestyle choices at work;
- Support County programs and strategies that enable employees to better balance work and personal demands;
- Consider employee requests for use of County time (001) to attend County-sponsored health and wellness trainings and/or attend any smoking cessation program whether offered by the County or available in the community;
- Consider requests for flexible work schedules for employees who want to be physically active during the workday;
- Consider requests for flexible work arrangements for employees who face challenges in balancing work with personal or family demands;
- Encourage "walking" meetings with staff;
- Actively develop management skills that contribute to fostering a healthy work environment, healthy work culture and healthy work relationships;
- Assure that the meeting guidelines for nutrition and physical activity are adhered to (especially if responsible for meetings, conferences or trainings);
- Include "health and well-being" as an acceptable criterion for any flexible work arrangement request;
- Within operational considerations and with sufficient employee interest, facilitate and actively support the provision of employee health & wellness services at the worksites (exercise classes, weight watchers, massage therapist, onsite produce delivery, etc);

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- Consider establishing pre-work stretching programs and/or other department physical activity program(s) to improve physical health and reduce injuries;
- Encourage employees doing repetitive work (e.g. intensive computer use) to take regular breaks to do alternate work.

COUNTYWIDE WELLNESS COMMITTEE

- Represent the interest of employees and organization by reviewing County efforts and making recommendations for ways to improve health and wellness;
- Update County Wellness Policy as necessary to reflect changing laws and standards.

HUMAN RESOURCES DEPARTMENT:

- Coordinate health and wellness programs at the worksite and, as appropriate, outreach to family members and retirees with a focus on healthy lifestyles, chronic disease prevention and management, and medical consumerism;
- Promote professional development training opportunities on strategies and techniques that foster a supportive work environment and contribute to a healthy, engaged workforce;
- Promote utilization of health plan services and programs that contribute to good health practices; promote utilization of work-life programs, including the Employee Assistance Program, that support and enable employees and/or family members to better manage the demands and challenges of work and family life; monitor changes in utilization of benefits and services, as feasible;
- Provide reimbursement for costs associated with satisfactory attendance or completion of County-sponsored onsite health and fitness classes and for , any smoking cessation related costs,(including but not limited to program or provider fees , medications and/or supportive devices);
- Explore offering financial incentives for healthy lifestyles and/or preventive care practices;
- Ensure seamless alignment of referral process between Employee Assistance Program and Health Plans for continuity of care;
- Provide technical advice and support to managers and departments regarding flexible work arrangements; conduct periodic notifications to all supervisors on legally-required work rules and accommodations, especially as they apply to health/medical concerns, parental issues and/or work-life balance;-- Incorporate wellness performance factors into Performance Management process and/or other formal Supervisor/Manager Evaluation process;
- As part of a RFP process and/or other formal review process, conduct a review of benefits programs to assure that benefit design is consistent with generally established practice(s) and reflects the most current “best practice” industry recommendations and guidelines, with regards to good quality of care. (Specific areas of concern include but are not limited to nutrition, weight management, physical activity, smoking cessation, stress management, work-life balance, substance use and behavioral health). In addition to industry standards, the latest scientific understanding of human biology, psychology, and sociology should provide the basis of our benefit design.

COUNTY MANAGER’S OFFICE:

- Ensure that policy guidelines are being met, including identification and distribution of funds to improve existing county buildings and grounds consistent with policy guidelines;
- Ensure that leased building criteria are used when leased property is considered;
- Ensure that new building criteria are incorporated into the building design specifications;
- Ensure that vending machine contractors, internal food service providers and food distributors comply with nutrition standards;

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- Provide visible leadership that promotes healthy work environment, organizational culture and management practices that support employee health, well-being and work-life balance;
- Work with Health Systems and County Departments to strengthen County Smoking Ordinance as necessary towards elimination of workplace tobacco exposure;
- Ensure coordination of Wellness Policy guidelines with Green Team initiatives, in areas of mutual interest and concern.

HEALTH SYSTEM:

- Work with onsite food service providers to develop and make available point-of-purchase nutrition information for regular menu items;
- Work with outside food service providers to provide nutritious, lower calorie food items on their menus;
- Work with County Manager’s Office and County Departments to strengthen County Smoking Ordinance as necessary towards elimination of workplace tobacco exposure.
- Provide technical assistance in the development of behavior health and substance use programs for employees

PUBLIC WORKS:

- Continue to promote Commute Assistance Program incentives for bicycling and/or walking to work;
- Develop and implement work plan to modify existing buildings to reflect policy guidelines and include recommended modifications in capital improvement planning.
- As practical, include “New Building” criteria in new building design specifications..

DEPARTMENTS WITH FOOD SERVICES OPERATIONS AND/OR COMMISARIES:

- Follow purchasing guidelines for pre-packaged foods and beverages;
- Follow guidelines in purchasing and preparing food and/or beverages;
- Purchase only food products that do not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils)
- Preferentially purchase food products that do not contain high fructose corn syrup.
- Work with Health System to develop and make available point-of purchasing nutrition information for regular menu items.

POLICY:

The San Mateo County Wellness Policy addresses seven main areas:

- Organizational Commitment
- Food & Nutrition
- Physical Activity
- Tobacco-free Lifestyle
- Mental Well-being
 - Work-Life Balance & Stress Management
 - Behavioral Health
- Employee Engagement, Education & Training
- Physical Work Environment

ORGANIZATIONAL COMMITMENT:

Dedicated Program and Resources.

County will provide an Employee Wellness Program for employees and their family members with sufficient resources to assure that every County employee may participate. The Employee Wellness Program will be located in the Human Resources Department.

As appropriate, the Employee Wellness Program will collaborate with County departments, programs or services that promote healthy lifestyles (Commute Alternatives, Tobacco Prevention Program, Parks Department, fitness fundraisers, e.g.)

County will implement modifications to existing County buildings as identified in this policy and support departmental initiatives.

Countywide and Department Wellness Committees

County will establish a County Wellness Committee with representation from departments, management and labor. The purpose of the County Wellness Committee is to implement the recommendations of the 2009 Wellness Committee and to provide general oversight to the Employee Wellness Program.

Departments are encouraged to establish department wellness committees to conduct an organizational wellness inventory and capacity building for wellness initiatives at the departmental level, and to oversee implementation of the initiatives.

Periodic Review of Benefits Design

County will periodically conduct a review of benefits to assure that benefit design is consistent with generally established practice(s) and reflects the most current “best practice” industry recommendations and guidelines, with regards to good quality of care. This includes but is not limited to preventive care benefits, chronic disease management programs, nutrition counseling, weight management, physical activity/fitness, smoking cessation, stress management, behavior health and substance use benefits.

FOOD & NUTRITION

Access to Healthier Foods

County will promote healthier options regarding food at the workplace.

County will sponsor Food and Nutrition Programs that increase access to healthier food at work (e.g. Farmers’ Market, onsite produce delivery, Community Supported Agriculture).

Establish Nutrition standards.

Nutrition standards for food that is purchased at the County or by the County on behalf of its employees, clients or public will be defined in this policy. The Food & Nutrition Standards will be based on the most current USDA Dietary Guidelines for Americans. Within six months of the effective date of this policy, the Food & Nutrition standards will be in effect.

Onsite Food Services

Pre-packaged food and beverages will adhere to nutrition standards as defined by this policy. County and contracted food service operations will offer “healthy option(s)”, adhering to the nutrition standards.

County and contracted food services operations will serve appropriate portion and serving sizes (no super-sizing).

County and contracted food services operations will purchase local and sustainable food products.

Onsite food service operations will work with Health System to develop and make available point-of-purchase nutrition information for prepared food items listed on their standard menu (calories, fat, total fat, saturated fat, trans fat, sodium), and to easily identify healthier choices.

Health System will work with contracted food services operations to identify nutritious, lower calorie food items on their menus.

Vending Machines / Commissaries

Pre-packaged food and beverages will adhere to nutrition standards as defined in this policy. Vending service contractor(s) will work with Health System to develop and make available point of purchase nutrition information for posting at the vending machine(s).

Commissaries are highly encouraged to comply with the effective policy date for nutrition standards under this policy, but, if requested, may be given an extension of up to one year to comply.

Meetings, Trainings, Conferences, Community meetings (Department / County sponsored or funded)

When food or snacks are provided, food or snacks will adhere to nutrition standards as defined in this policy. Fresh fruits and vegetables will be among the foods that are provided. When beverages are provided, beverages will adhere to nutrition standards. Water will be among the beverages that are provided.

In cases where County is partnering with other agencies and organizations in sponsoring conferences, public meetings or community events, appropriate County representative(s) will provide copy of these Wellness Policy guidelines to assure that guidelines are considered when selecting food and beverages for event(s).

County departments providing catering services to non-County customers are highly encouraged but not required to adhere to the Nutrition standards under this Policy.

County-sponsored or County-supported Fundraisers (Heart Walk, Charitable Contributions Campaign, etc)

Organizers of fundraisers are highly encouraged to offer healthy food options and non-food items when such events are conducted on County property or involve County employees.

Public Counters / Lobbies / Waiting Areas

Only food items that meet the nutrition standards will be permitted in public areas (non-food service).

Employee Food

This policy does not impact or regulate employee “brown bag” meals, snacks or food brought in to share with others.

However, this policy does encourage employees to be sensitive of co-worker’s health considerations and dietary restrictions when bringing food and/or beverages to work to share with others. Additionally, employees are encouraged to bring healthier option(s), such as fruits, vegetables or water, when bringing food to work to share (e.g. potlucks or other food-centered activities) or undertaking individual fundraising activities even when no County monies are being used.

PHYSICAL ACTIVITY AT WORK

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Work Breaks for Physical Activity / Flexible Work Schedule

Employees are encouraged to use their daily breaks and “lunch period” to be physically active. Employees are encouraged to seek opportunities to be more physically active during the course of their workday (park further from the building, walking meetings, take stairs instead of elevator, work stretches, etc)

Supervisors are encouraged to consider requests for flexible work schedules for employees who want to be physically active during the workday.

Stretch Breaks at Meetings

Meetings / trainings/ conferences lasting more than one hour should include moving / stretching breaks in the agenda, no less than once every two hours and more frequently as possible.

Departmental Injury Prevention Programs

Departments are encouraged to review and update their Illness and Injury Prevention Plans (IIPP) on an annual basis, and as appropriate to work with Risk Management and Safety to consider establishing pre-work stretching programs and/or other department physical activity program(s) to improve physical health and reduce injuries.

This policy permits departments to consider offering such programs on County time provided that there are specific program guidelines in place.

TOBACCO-FREE LIFESTYLE

Supporting a tobacco-free Lifestyle

Employees and/or family members who smoke are encouraged to consider quitting smoking and are supported in their endeavors to do so.

Eliminating workplace tobacco exposure

County expands upon the existing smoke-free indoor workplace laws to ensure that no employee is forced to endure toxic secondhand smoke at work.

Through Health Systems, County will monitor workplace tobacco exposure and periodically bring forth recommendations to strengthen the County Smoking ordinance that, in time, will result in eliminating workplace e exposure.

MENTAL WELL BEING: Work-Life Balance & Stress Management / Behavioral Health

Flexible Work Arrangements

Supervisors are encouraged to consider flexible work arrangements for employees who face challenges in balancing work with personal or family demands.

EMPLOYEE ENGAGEMENT, EDUCATION & TRAINING:

Wellness Training Requirement.

County will establish a Wellness Training requirement of no less than four hours each fiscal year for participation in County-sponsored classroom and/or online training.

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Employees are encouraged to take advantage of health trainings, programs and activities through the Employee Wellness Program (e.g. onsite and web-based training, workshops, health screenings, health activities, etc.), Health Plans and/or Employee Assistance Program.

Wellness Training and Education.

County will promote employee benefits and programs that give employees critical health-improvement knowledge and skills that contribute to their best possible health and well-being as well as work-life education and skills to be able to effectively manage the demands of work and personal life. These will include but are not limited to:

- nutrition and weight management programs
- physical activity programs that promote cardiovascular health, muscular strengthening and/or stretching & flexibility
- smoking cessation education , resources and referral
- behavior health and substance use education and programs, especially those that impact health and productivity (e.g. substance use, depression, anxiety)

County will promote management/supervisor training opportunities of strategies and techniques that foster a supportive work environment and contribute to a healthy and engaged workforce.

County will sponsor health improvement and career development trainings that focus on building personal and professional skills for effectively managing stress and change.

County will sponsor programs that help employees manage the demands of work and personal life (e.g. tele-work, VTO, flexible work schedules).

County will sponsor Employee Assistance Program for employees for individual counseling and services on a variety of work-life matters.

County will conduct an ongoing employee awareness campaign regarding wise use of health care system and preventable health care costs.

Use of County Time to Participate in Wellness Training and activities

If all or part of these programs is conducted during the employee's normal work hours, the employee may attend County-sponsored programs on County time (001) with supervisor's approval.

Alternatively, supervisors are encouraged to consider requests for flexible work schedules for employees who want to attend these programs during the workday.

Tuition Reimbursement

Guidelines will be put in place to provide for reimbursement of program fees for participation in onsite health and fitness classes conducted during non-County time.

PHYSICAL WORK ENVIRONMENT:

New County Buildings or New Leased Space:

The following criteria for the selection of a location of a future County building or leased space should be strongly considered and include as many of the following as practical:

- Proximity to public transportation, bicycle routes and safe sidewalks;
- Safe and convenient bicycle storage either in the building or on the property;
- Within a 15-minute walk of retail food establishments selling fresh fruits and vegetables, if no food service is expected to be included in building design;

- Within a 15-minute walk of exercise facility(s) that include showers and lockers, if Leadership in Energy and Environmental Design (LEED) benchmarks are not used and/or the building is too small in size for an employee wellness center;
- When LEED silver (or higher) criteria are to be followed in building design, the County building(s) shall include all LEED design elements that contribute to a healthy work environment (e.g. employee showers and locker rooms, convenient and secure bicycle parking/storage, smokefree building);
- A sufficient number of break rooms/eating areas that include a refrigerator, sink, and microwave and sufficient seating for the #employees expected to use it;
- A private, secure, sufficiently sized room for a lactation room, ideally dedicated for this purpose or alternately co-located with priority use given to mothers;
- Prominent interior stairwells that are viewed as the more inviting and convenient option. Building design will make use of natural lighting, however possible. Building construction will incorporate “green” building materials and coverings that have minimal off gassing.
- Landscaping that includes wide sidewalks or walking paths, outside picnic tables and consideration of at least one all-weather multi-use sports court.
- An employee wellness center sufficient in size for the #employees expected to work in the building. If the future County building is adjacent to other County buildings, these criteria will expand to include all employees working in all adjacent buildings, provided that no other wellness centers are in operation in those adjacent buildings. The exception to this statement is if the new County building is a correctional facility, in which case the facility would have an employee wellness center sufficiently-sized for the #employee expected to work in the correctional facility only. It is a goal of this policy to assure that an Employee Wellness Center is located at every major County worksite.
- Assure sufficient number of employee parking spaces for commute options that reduce the number of driver-only vehicles and/or minimize carbon footprint (e.g. carpooling, vanpooling, electric/hybrid vehicles, motorcycles). Parking requirements for County vehicles and the public in gaining access to services will be defined by the department(s). Parking requirements shall comply with applicable codes and regulations (e.g. ADA).

Existing County Buildings:

County shall draft a work plan for all County buildings to make the stairwells more inviting to use (e.g. bright paint, repairs), walking paths safe to use (repair), and break rooms are fully equipped and conveniently situated for employees.

- Signage shall be developed and posted to promote walking routes on County property and around County buildings.
- Dedicated or co-located lactation rooms for all County worksites shall be identified and appropriately equipped for use.
- Plans to renovate or improve existing County facilities should incorporate a sufficient number of showers and lockers for the #employees who work in the building. Additionally, it is a goal of this policy to assure that an Employee Wellness Center is located at every major County worksite.
- Departments as sole tenants in a County building are encouraged to include employee showers and lockers and/or an employee wellness center in the next building renovation project, if these do not currently exist.

REFERENCES AND AUTHORITIES:

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- Smoking ordinance policy – prohibits smoking in County buildings and immediate surroundings; specifies that County employees can attend stop smoking programs on County time
- Computer ergonomics policy – supports safe work environment for computer users and promotes daily stretching program and alternate work breaks to reduce likelihood of computer-related injury;
- SB1025 (Lactation Accommodation Law) – mandates designation of lactation rooms at work and provision of sufficient time for mothers to breast pump at work.
- Commute Assistance Program – provides subsidies for employees who carpool, use public transportation, bicycle or walk to work, within Federal guidelines.
- Green Team – supports Countywide “green” efforts including building design and materials, Green Event Guide, and purchase of local and sustainable food products for all County food operations
- Occupational Health & Safety Plan – supports safe work environment and safe practices at work, department Injury & Illness Prevention Plans.
- Get Healthy! San Mateo County – support community/local agency action to improve the built environment
- USDA Dietary Guidelines for Americans (2005)
<http://www.health.gov/dietaryguidelines/default.htm>
- USDA Dietary Guidelines for Americans – Nutrition Service Providers Guide (2005)
<http://www.health.gov/dietaryguidelines/dga2005/toolkit/Providers/Part1.htm>

DEFINITIONS:

Flexible Work Schedules or Flexible Work Arrangements - include flextime, compressed work weeks, job sharing, telecommuting, or reduced-time/part-time arrangements.

- *Flextime* offers flexibility in arrival, departure and/or lunch times, typically with a designated core time during the day which all staff is present. Flextime does not alter the total number of hours worked in a week or the number of hours worked during a normal shift. Employees can propose an arrival and departure time, which may be different than the traditional shift; employees can also propose a longer lunch period.
- *Compressed workweek arrangements* allow employees to work a 40-hour work week in less than the traditional 8-hour day, 5-day work week (e.g. 4-10, 9-80).
- *Job-sharing* is a work arrangement in which two people work part-time and share the responsibilities of one full-time job.
- *Telecommuting (Or Tele-work) employees* is a work arrangement in which an employee carries out all or some of the duties of the job at home or another alternate work location.
- *Reduced time / Part-time arrangements (e.g. VTO)* are part-time working arrangements that result in working fewer than 40 hours per week (or less than 2080 hours/year). Salary is prorated for the actual number of hours worked and eligibility for benefits, vacation, and sick leave may be affected.

Employee Wellness Center – dedicated space for a fitness center (exercise equipment, floor mats, exercise/training classroom), showers and lockers sufficient in number for the #employees located there, a lactation room, a quiet room, and a health education lobby. For large campuses with multiple buildings, additional discretionary services may include an employee medical clinic and/or a small retail store/dispensary for health-related items, including over the counter medications.

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Workout Room – dedicated space (e.g. large meeting room size) for 1-3 pieces of exercise equipment and one floor mat, usually designed for fewer employees (e.g. employees who work on a single floor of a multi-story building, or for those who work in a small County building).

Food Service – a food establishment that prepares and sells food on site. For the purposes of this policy, vending machines are not considered food service.

Point of Purchase information– *basic nutrition information about food that is available for purchase in a food service or vending setting. By law, pre-packaged foods and beverages are required to have a nutrition label. In addition, all prepared foods will have basic nutrition information included on the menu and or on a display board near where the item is served. Single items, such as fruits, vegetables, breads will have nutrition information provided. This strategy enables customers to make more informed nutrition decisions prior to purchase.*

Nutrition Standard (“Healthy Choice”)

- *Specific food and nutrient content standards for this policy based on the most current USDA Dietary Guidelines for Americans. Current standards may include acceptable alternatives to the “Healthy Choice”, which, if in effect, will be specifically indicated below.*
- *All food products purchased by County food service providers shall not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils)*
- *Preference for food products purchased by County food service providers shall be given to those that do not contain high fructose corn syrup.*

Pre-packaged Food and Snacks

(onsite food service, vending machines, commissaries, catering and purchased with department funds)

- No more than 35% of calories from total fat (excluding nuts and seeds)
- No more than 10% of calories from saturated fat
- No more than 35% of total weight will be composed of sugar (excluding dried or fresh fruits and vegetables)
- Does not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils)
- No more than 360 mg of sodium per serving
- Item will not exceed 200 calories.

Pre-Packaged Beverages

(onsite food service, vending machines, commissaries, catering and purchased with department funds):

- 100% fruit juices with no added sugars, artificial flavors or colors (limited to a maximum of 10 ounces per container)
- Drinking water with no additives except those minerals normally added to tap water
- Dairy milk, non-fat, 1%, and 2% only (no flavored milks)
- Plant derived milks (e.g. Soy, rice, almond, etc; no flavored milks)
- Artificially sweetened, calorie reduced beverages that do not exceed 50 calories per 12-Ounce container.

Beverage Service

(onsite food service, catering and purchased with department funds):

- Coffee and decaffeinated coffee, hot and/or iced with no added sugar
- Tea and decaffeinated tea, hot and/or iced with no added sugar
- Non-fat, 1%, and 2% milk only; soy or rice milk is OK
- Water pitchers (with sliced lemon, lime, cucumber if desired)
- If sugar packets are provided, non-sugar substitute packets should also be provided.

Prepared Foods

(onsite food service, catering and purchased with department funds):

- County and contracted food service operations will offer “healthy option(s)”, adhering to the nutrition standards. Refer to “*USDA Dietary Guidelines for Americans: Nutrition Services Provider Guidelines*” for specific guidance when selecting items and preparing food.
- At least one “healthy” option should be available at all times. To the most reasonable extent possible, food service providers should choose recipes and modify existing recipes to adhere to USDA guidelines. These may include but are not limited to;
 - Choose more often low-fat or fat-free preparation methods (broil, bake, grill, steamed, roasted);
 - Always serve added fats on the side (e.g. dressings, mayonnaise);
 - Use whole grain products whenever possible;
 - Be mindful of portion sizes; no super-sizing;
 - Side dishes, appetizers, and desserts should emphasize fruits and/or vegetables;
 - Offer “healthy” side dishes as the “default” selection;
 - Choose more often entrees with tomato-based sauces instead of cream, butter or cheese sauces;
 - Include at least one vegetable and/or one fruit with entrée;
 - Prepare food with minimal added sugars, caloric sweeteners and/or salt;
 - When selecting and preparing meat, poultry, dry beans, and milk or milk products, choose more often lean, low fat, or fat-free options;
 - Minimize use of cured products;
 - Avoid fats and oils high in saturated fats.