
Healthy Food and Beverage Provision Protocol



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Directions:

This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Healthy Food and Beverage Provision Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below. Official policies must include policy implementation dates and be on company letterhead.

SECTION 1: Implementation

A qualifying Healthy Food and Beverage Provision Policy must apply to the following:

Use only the below implementation section relevant to the specific project:

MULTI-TENANT BASE BUILDING

Applies to areas within the project where food is served.

SINGLE TENANT BUILDING

Applies to areas within the project where food is served.

COMMERCIAL INTERIOR

Applies to areas within the project where food is served.

SINGLE TENANT RETAIL

Applies to areas within the project where food is served.

MULTI-TENANT RETAIL

Applies to areas within the project where food is served.

MULTIFAMILY RESIDENTIAL

Applies to areas within the project where food is served.

SENIOR HOUSING

Applies to areas within the project where food is served.

COMMERCIAL + INDUSTRIAL SITE

Applies to areas within the project where food is served.

COMMUNITY SITE

Applies to areas within the project where food is served.

SECTION 2: Definitions

Food and beverage nutrition policies must apply to the following as applicable to the project's location type:

Type A

Staffed prepared food area that includes an on-site dining and serves perishable foods that are prepared on site

Type A examples: Full-service restaurant, cafeteria/canteen

Type B

Staffed prepared food area that includes an on-site dining and serves perishable foods that are prepared on-site or off site, as well as non-perishable foods

Type B examples: Quick service restaurant, cafeteria/canteen, snack bar, cafe, deli

Type C

Unstaffed area serving only non-perishable packaged items

Type C examples: Vending machine, Micro market, Honor bar

Type D

Unstaffed area serving perishable packaged foods, which may also include non-perishable packaged snacks and beverages

Type D examples: Vending machine with perishable items, combination vending machine, snack bar

Definitions

Prepared Foods.

This category includes foods that are fresh, cleaned, cooked, assembled (e.g., salad or sandwich), or otherwise processed and served “ready-to-eat.” Prepared foods include those that are made and served on site, or those prepared at a central kitchen and then packaged and distributed to other locations. These foods have a relatively limited shelf-life (compared to packaged snacks), and can be sold in any food service venue. Examples of prepared foods include hot entrées, side dishes, soups, salads, deli sandwiches, bakery items, and fresh whole fruits and vegetables.

Packaged Snacks.

This category includes processed foods that are packaged in small portions or individual servings, are widely distributed, and have a relatively long shelf-life (compared to prepared foods). Packaged snacks include food items such as granola bars, chips, crackers, raisins, and nuts and seeds. These foods can be sold in any venue, such as vending machines or “grab-n-go” areas of cafeterias.

Beverages.

This category includes drinks such as water, milk, 100% juice, soft drinks, energy drinks, teas, and coffees.

SECTION 3: Type A Food Areas

Staffed prepared food area that includes an onsite dining and serves perishable foods that are prepared on site. Types of items offered:

- Perishable appetizers, entrees, sides, and desserts (without nutrition facts labeling)
- Beverages

Food and Beverage Nutrition Requirements

1. Perishable appetizers, entrees, snacks and desserts (without nutrition facts labeling)

Appetizers and entrees

- Offer a variety of non-fried protein foods, such as seafood, lean meats and poultry, eggs, legumes (beans and peas), nuts, seeds, and soy products, daily.
- Offer protein foods from plants, such as legumes (beans and peas), nuts, seeds, and soy products, at least three times per week.

- Offer seafood at least two times a week.
 - When a bread or grain is offered, ensure the default option is a whole grain product (e.g. whole wheat bread or brown rice)
 - Ensure that all foods do not include partially hydrogenated oils.
 - Limit deep-fried entrée options to no more than one choice per day and ensure that it is not the only entrée option.
 - At least one entrée offered must contain ≤ 600 mg sodium
 - Limit sodium content on all entrees offered (recommended limit ≤ 600 mg)
- Sides
- Offer at least 3 non-fried vegetable options daily. Vegetables can be fresh, frozen, or canned, and served cooked or raw.
 - Offer at least 3 fruit options daily, with no added sugars. Fruit can be fresh, canned, frozen, or dried.
 - When a bread or grain is offered, ensure the default option is a whole grain product (e.g. whole wheat bread or brown rice)
 - Ensure that all foods do not include partially hydrogenated oils.
 - At least one side offered must contain ≤ 230 mg sodium
 - Limit sodium content on all side items offered (recommended limit ≤ 230 mg sodium).
- Desserts
- When desserts are offered, at least 25% of desserts must contain ≤ 200 calories, as served.
- Calorie and Nutrition Labeling:
- Provide calorie and nutrition information of standard menu items (a standard menu item is a restaurant-type food that is routinely included on a menu or menu board or routinely offered as a self-service food or food on display).
- Dietary Restrictions:
- Provide offerings and accommodations for dietary restrictions, including gluten-free, sugar-free, nut-free, dairy-free, and vegetarian and vegan options.

2. Beverages

- Provide free access to chilled, potable water.
- At least 50% of available beverage choices must meet all of the below criteria:
- contain ≤ 40 calories per 8 fluid ounces (excluding 100% juice and unsweetened fat-free or low-fat [1%] milk).

- exclude non-sugar sweeteners such as acesulfame K, aspartame, advantame, cyclamates, neotame, saccharin, sucralose, stevia and stevia derivatives
- When milk and fortified non-dairy beverages are available, offer low-fat beverages with no added sugars.
- When juice is available, offer 100% juice with no added sugars.

Sustainable Practices Requirements

Sustainability practices must meet all of the following:

- Use sustainable cleaning products and services with minimal negative impacts on health and the environment.
- Adhere to an Integrated Pest Management plan that limits the use of pesticides.
 - Implement at least one of the below purchasing guidelines:
 - Implement accurate forecasting and just-in-time purchasing concepts.
 - Offer only recyclable, compostable and/or biodegradable products for single-service items (e.g., bottled beverage containers, trays, flatware, plates, bowls).
 - Do not offer single-serving packages of condiments.
 - Offer at least 25 percent of the food and beverage options as locally sourced, certified organic and/or certified community-development or environmentally beneficial practice.
 - Purchase seafood from sustainable fisheries and aquaculture operations.
- Implement at least one of the below food service management and consumer engagement practices, while following necessary food safety procedures:
 - Promote the use of reusable service items (e.g. plates, utensils, beverage containers, bags) for staff and customers.
 - Label products that are locally sourced, certified organic, or benefit community development or environmentally beneficial practices.
 - Partner with an on-site or nearby farmers' market to procure local goods.
- Implement at least one of the below waste diversion practices, while following necessary food safety procedures:
 - Implement waste diversion systems (e.g. waste reduction, recycling, and where feasible, composting) in all areas of the food establishment, including customer-facing areas, and employee-facing areas including kitchens, break rooms, and administrative spaces.
 - Monitor the relationship between waste and food procurement, including the development of goals for waste reduction as well as quarterly or annual reporting of waste reduction and waste diversion benchmarks.
 - Implement methods for reducing food waste such as: training staff on waste reduction methods, repurposing excess food for future meal preparation, and donating edible surplus food.

Food Safety Requirements

Implement standards for food safety that meet the following guidelines:

- Follow the most recently published local food codes relating to food safety procedures and practices.
- Implement and monitor a comprehensive written food safety plan detailing food safety procedures for the building and/or campus.
 - The plan must promote active managerial control of foodborne illness risk factors, such as:
 - improper holding temperatures;
 - inadequate cooking of food products;
 - cross contamination/contaminated equipment;
 - unsafe food sources; and
 - poor staff hygiene.
 - Food and safety procedures within the food safety plan must include the following:
 - A sanitation and temperature control plan for ready-to-eat products that target foodborne bacterial illnesses, especially the control of *Listeria monocytogenes*, detailing cleaning frequencies for equipment, utensils, and non-food contact surfaces and temperature control in coolers, deli cases, and refrigerators.
 - An employee food safety training policy.
 - An employee health policy that details:
 - how employees are trained on reporting symptoms, diagnoses, and activities associated with the transmission of foodborne illness from food workers
 - how employee trainings are monitored and documented
 - policies for next steps for employees who have or have reported symptoms, diagnoses, or activities associated with the transmission of foodborne illness.

SECTION 4: Type B Food Areas

Staffed prepared food area that includes an onsite dining and serves perishable foods that are prepared onsite or off site, as well as nonperishable foods. Types of items offered:

- Perishable entrees, sides and desserts (without nutrition facts labeling)
- Non-perishable snacks and treats (with nutrition facts labeling)
- Beverages

Food and Beverage Nutrition Requirements

1. Non-perishable snacks and treats, with nutrition facts labeling on the package

- Entrees
 - Offer a variety of non-fried protein foods, such as seafood, lean meats and poultry, eggs, legumes (beans and peas), nuts, seeds, and soy products, daily.

- Offer protein foods from plants, such as legumes (beans and peas), nuts, seeds, and soy products, at least three times per week.
 - Offer seafood at least two times a week.
 - When a bread or grain is offered, ensure the default option is a whole grain product (e.g. whole wheat bread or brown rice).
 - Ensure that all foods do not include partially hydrogenated oils.
 - Limit deep-fried entrée options to no more than one choice per day.
 - At least one entrée offered must contain ≤ 600 mg sodium
 - Limit sodium content on all entrees offered (recommended limit ≤ 600 mg).
- Sides
- Offer at least 3 non-fried vegetable options daily. Vegetables can be fresh, frozen, or canned, and served cooked or raw.
 - Offer at least 3 fruit options daily, with no added sugars. Fruit can be fresh, canned, frozen, or dried.
 - When a bread or grain is offered, ensure the default option is a whole grain product (e.g. whole wheat bread or brown rice).
 - Ensure that all foods do not include partially hydrogenated oils.
 - At least one side offered must contain ≤ 230 mg sodium
 - Limit sodium content on all side items offered (recommended limit ≤ 230 mg sodium).
- Desserts
- When desserts are offered, at least 25% of desserts must contain ≤ 200 calories, as served.
- Calorie and Nutrition Labeling
- Provide calorie and nutrition information of standard menu items (a standard menu item is a restaurant type food that is routinely included on a menu or menu board or routinely offered as a self-service food or food on display).

2. Non-perishable snacks and treats (with nutrition facts labeling)

- All offered snacks and treats must contain:
- < 200 mg sodium per package
 - 0 grams of trans fat per package
- At least 75% of offered snacks and treats must comply with both of the following Food and Nutrient Standards:
- Food Standards
 - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 - Be a whole grain-rich grain product (include 50 percent or more whole grains by weight or have whole grains as the first ingredient); or
 - Be a combination food that contains at least $\frac{1}{4}$ cup fruit and/or vegetable
 - Nutrient Standards

- Calorie limit: ≤200 calories
- Saturated fat limit: <10% of calories per package
 - Exemptions: Reduced-fat cheese and part-skim mozzarella; nuts, seeds, and nut-seed butter; and dried fruit with nuts/seeds with no added nutritive sweeteners or fats.
- Sugar limit: ≤35% of weight from total sugar per package
 - Exemptions: Dried/dehydrated whole fruits or vegetables with no added nutritive sweeteners; dried whole fruits or pieces with nutritive sweeteners required for processing and/or palatability; products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.

3. Beverages

- Provide free access to chilled, potable water.
- At least 50% of available beverage choices must contain ≤40 calories per 8 fluid ounces (excluding 100% juice and unsweetened fat-free or low-fat [1%] milk).
- When milk and fortified non-dairy beverages are available, offer low-fat beverages with no added sugars.
- When juice is available, offer 100% juice with no added sugars.

Sustainable Practices Requirements

Sustainability practices must meet all of the following:

- Use sustainable cleaning products and services with minimal negative impacts on health and the environment.
- Adhere to an Integrated Pest Management plan that limits the use of pesticides.
- Implement at least one of the below purchasing guidelines:
 - Implement accurate forecasting and just-in-time purchasing concepts.
 - Offer only recyclable, compostable and/or biodegradable products for single-service items (e.g., bottled beverage containers, trays, flatware, plates, bowls).
 - Do not offer single-serving packages of condiments.
 - Offer at least 25 percent of the food and beverage options as locally sourced, certified organic and/or certified community-development or environmentally beneficial practice.
 - Purchase seafood from sustainable fisheries and aquaculture operations.
- Implement at least one of the below food service management and consumer engagement practices, while following necessary food safety procedures:
 - Promote the use of reusable service items (e.g. plates, utensils, beverage containers, bags) for staff and customers.
 - Label products that are locally sourced, certified organic, or certified community development or environmentally beneficial practice.
 - Partner with an on-site or nearby farmers' market to procure local goods
- Implement at least one of the below waste diversion practices, while following necessary food safety

procedures:

- Implement waste diversion systems (e.g. waste reduction, recycling, and where feasible, composting) in all areas of the food establishment, including customer-facing areas, and employee-facing areas including kitchens, break rooms, and administrative spaces.
- Monitor the relationship between waste and food procurement, including the development of goals for waste reduction as well as quarterly or annual reporting of waste reduction and waste diversion benchmarks.
- Implement methods for reducing food waste such as: training staff on waste reduction methods, repurposing excess food for future meal preparation, and donating edible surplus food.

Food Safety Requirements

Implement standards for food safety that meet the following guidelines:

- Follow the most recently published local food codes relating to food safety procedures and practices.
- Implement and monitor a comprehensive written food safety plan detailing food safety procedures for the building and/or campus.
 - The plan must promote active managerial control of foodborne illness risk factors, such as:
 - improper holding temperatures;
 - inadequate cooking of food products;
 - cross contamination/contaminated equipment;
 - unsafe food sources; and
 - poor staff hygiene.
 - Food and safety procedures within the food safety plan must include the following:
 - A sanitation and temperature control plan for ready-to-eat products that target foodborne bacterial illnesses, especially the control of *Listeria monocytogenes*, detailing cleaning frequencies for equipment, utensils, and non-food contact surfaces and temperature control in coolers, deli cases, and refrigerators.
 - An employee food safety training policy.
 - An employee health policy that details:
 - how employees are trained on reporting symptoms, diagnoses, and activities associated with the transmission of foodborne illness from food workers
 - how employee trainings are monitored and documented policies for next steps for employees who have or have reported symptoms, diagnoses, or activities associated with the transmission of foodborne illness.

SECTION 5: Type C Food Areas

Unstaffed area serving only non-perishable packaged items. Types of items offered:

- Non-perishable snacks and treats (with nutrition facts labeling)
- Beverages Food and Beverage

Food and Beverage Nutrition Requirements

1. Non-perishable snacks and treats, with nutrition facts labeling on the package

- All offered snacks and treats must contain:
 - <200 mg sodium per package
 - 0 grams of trans fat per package

- At least 75% of offered snacks and treats must comply with both of the following Food and Nutrient Standards:
 - Food Standards
 - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 - Be a whole grain-rich grain product (include 50 percent or more whole grains by weight or have whole grains as the first ingredient); or
 - Be a combination food that contains at least ¼ cup fruit and/or vegetable

- Nutrient Standards
 - Calorie limit: ≤200 calories
 - Saturated fat limit: <10% of calories per package
 - Exemptions: Reduced-fat cheese and part-skim mozzarella; nuts, seeds, and nut-seed butter; and dried fruit with nuts/seeds with no added nutritive sweeteners or fats.
 - Sugar limit: ≤35% of weight from total sugar per package
 - Exemptions: Dried/dehydrated whole fruits or vegetables with no added nutritive sweeteners; dried whole fruits or pieces with nutritive sweeteners required for processing and/ or palatability; products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.

2. Beverages

- At least 50% of available beverage choices must contain ≤40 calories per 8 fluid ounces (excluding 100% juice and unsweetened fat-free or low-fat [1%] milk).

SECTION 6: Type D Food Areas

Unstaffed area serving perishable packaged foods, which may also include non-perishable packaged snacks and beverages. Types of items offered:

- Perishable entrees, snacks, and treats (with nutrition facts labeling)
- Non-perishable snacks and treats (with nutrition facts labeling)
- Beverages

Food and Beverage Nutrition Requirements

1. Perishable entrees (with nutrition facts labeling)

- All offered entrees must contain:
 - <600 mg sodium per package
 - 0 grams of trans fat per package
- At least 75% of offered entrees must comply with both of the following Food and Nutrient Standards:
 - Food Standards
 - Have as the first ingredient a whole grain, fruit, a vegetable, a dairy product, or a protein food; or
 - Be a combination food that contains at least ¼ cup fruit and/or vegetable
 - Nutrient Standards
 - Saturated fat limit: <10% of calories per package
 - Exemptions: Reduced-fat cheese and part-skim mozzarella; nuts, seeds, and nut-seed butter; and dried fruit with nuts/seeds with no added nutritive sweeteners or fats.
 - Sugar limit: ≤35% of weight from total sugar per package
 - Exemptions: Dried/dehydrated whole fruits or vegetables with no added nutritive sweeteners; dried whole fruits or pieces with nutritive sweeteners required for processing and/or palatability; products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.

2. Perishable and non-perishable snacks and treats (with nutrition facts labeling)

- All offered snacks and treats must contain:
 - <200 mg sodium per package
 - 0 grams of trans fat per package
- At least 75% of offered snacks and treats must comply with both of the following Food and Nutrient Standards:
 - Food Standards
 - Have as the first ingredient a whole grain, fruit, a vegetable, a dairy product, or a protein food; or
 - Be a combination food that contains at least ¼ cup fruit and/or vegetable

- Nutrient Standards
 - Calorie limit: ≤ 200 calories
 - Saturated fat limit: $< 10\%$ of calories per package
 - Exemptions: Reduced-fat cheese and part-skim mozzarella; nuts, seeds, and nut-seed butter; and dried fruit with nuts/seeds with no added nutritive sweeteners or fats.
 - Sugar limit: $\leq 35\%$ of weight from total sugar per package
 - Exemptions: Dried/dehydrated whole fruits or vegetables with no added nutritive sweeteners; dried whole fruits or pieces with nutritive sweeteners required for processing and/or palatability; products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.

3. Beverages

- At least 50% of available beverage choices must contain ≤ 40 calories per 8 fluid ounces (excluding 100% juice and unsweetened fat-free or low-fat [1%] milk).

* Fitwel Food and Beverage Standard adapted from the following resources:

Food Service Guidelines Federal Workgroup. (2017). Food Service Guidelines for Federal Facilities. Washington, DC: U.S. Department of Health and Human Services

United States Department of Agriculture Food and Nutrition Service. (2019). A Guide to Smart Snacks in School for school year 2019-2020. United States Department of Agriculture.