

Create a healthy foods environment at the workplace: mini work plan

The tasks for increasing the availability of healthy foods at the workplace are outlined below. Create an environment that makes healthy eating the easy choice for employees.

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Ongoing
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm leadership support for improving the healthy foods environment at the workplace. <input type="checkbox"/> Discuss approaches to increasing healthy foods at the workplace: <ul style="list-style-type: none"> • Availability • Identification • Appeal <input type="checkbox"/> Decide on a team. Identify key players (for example, food vendors, cafeteria managers, caterers, human resources and facility managers) vested in food at the workplace. Identify a team chair. <input type="checkbox"/> Schedule monthly work team meetings. <input type="checkbox"/> Set a target date for food environment improvements and policy implementation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Determine healthy eating venue(s) (for example, cafeteria, food shop, vending machines, on-site meetings and events, and/or employee break areas). <input type="checkbox"/> Decide the approaches (for example, increase the availability, identification and/or appeal of healthy foods). <input type="checkbox"/> Review examples of healthy eating policies and steps that need to be accomplished to meet the policy objectives. <input type="checkbox"/> Review primer, "Creating a Healthy Catering Guide" <input type="checkbox"/> Measure current food sales, promotions and/or employee satisfaction to determine baseline. 	<ul style="list-style-type: none"> <input type="checkbox"/> Determine which healthy foods and beverages to increase. <input type="checkbox"/> Determine strategies for increasing selection of healthy options: labeling, placement, promotion, pricing and/or improvement in taste and appearance. <input type="checkbox"/> Write healthy eating goals. <input type="checkbox"/> Determine specific strategies for meeting goals. <input type="checkbox"/> Develop a task list and assign accountabilities. <input type="checkbox"/> Begin to compile the Healthy Catering Guide <input type="checkbox"/> Engage food vendors in the process. Define their role and obligations to improve the availability of healthy foods. 	<ul style="list-style-type: none"> <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Continue to engage vendors in the process. <input type="checkbox"/> Draft <i>healthy eating policy</i> and send to leadership for review. <input type="checkbox"/> Draft <i>supervisor communication</i> to convey that a healthy foods policy will be enacted. Provide information on how supervisors can support the policy and have their staff use the Healthy Catering Guide. <input type="checkbox"/> Draft <i>employee communication</i> notifying staff of policy enactment. Include the reason for the policy, enactment date, contact person and steps being taken to make healthy eating easier at work. <input type="checkbox"/> Draft <i>Q&A</i> that will be sent with <i>employee communication</i>. <input type="checkbox"/> Draft <i>communications plan</i>. Incorporate current communications channels and social media such as Twitter (for example, tweet food availability) and phone apps (for example, download menus). <input type="checkbox"/> Draft a <i>measurement plan</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize Healthy Catering Guide <input type="checkbox"/> Finalize <i>policy</i> based on feedback from leadership. <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Finalize and send <i>supervisor communication</i>. <input type="checkbox"/> Finalize <i>employee communication</i>. <input type="checkbox"/> Finalize <i>Q&A</i>. <input type="checkbox"/> Finalize <i>communications plan</i>. <input type="checkbox"/> Finalize <i>measurement plan</i>. <input type="checkbox"/> Continue to engage vendors in the process and determine whether other vendor partners need to be secured to fulfill your organization's healthy eating goals. 	<ul style="list-style-type: none"> <input type="checkbox"/> Send <i>employee communication</i> and <i>Q&A</i> to all staff, announcing the food environment changes, policy and availability of Healthy Catering Guide. Invite employee questions and concerns. <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Respond to employees' questions on food environment changes and policy. <input type="checkbox"/> Draft <i>go-live letter</i> for leadership to send to all staff when the policy is launched. <input type="checkbox"/> Send <i>go-live letter</i> to leadership for review and changes. <input type="checkbox"/> Continue to engage vendors in the process. 	<ul style="list-style-type: none"> <input type="checkbox"/> Add <i>policy</i> to new-employee orientation, employee handbook and policy review cycle. <input type="checkbox"/> Assure task list has been completed prior to policy announcement and implementation. <input type="checkbox"/> Finalize <i>go-live letter</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement food environment improvements to support policy. <input type="checkbox"/> Implement <i>communications plan</i>. <input type="checkbox"/> Add permanent on-site signage to promote healthy eating and policy. <input type="checkbox"/> Send <i>all-staff announcement</i> that healthy eating is easier as a result of the new healthy eating policy. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor food environment changes and policy. <input type="checkbox"/> Report to leadership on progress. <input type="checkbox"/> Brief and train managers on the policy and Healthy Catering Guide and how they can support the healthy foods environment. <input type="checkbox"/> Use at least three communication channels to inform employees of the food environment improvements and policy. <input type="checkbox"/> Add on-site signage to promote healthy food availability, identification or appeal. <input type="checkbox"/> Notify new employees of policy. <input type="checkbox"/> Review policy annually (as part of human resources' policy review cycle). <input type="checkbox"/> Measure policy commitments quarterly/semiannually/annually through quality assurance checks, surveys and data collection. See "Suggested measures of progress with related data sources" chart below.

Ensure leadership review and approval of *communications*, where needed.

Suggested measures of progress with related data sources

Measure	Data Source
• Percentage of employees that eat healthfully (fruits & vegetables, whole grains, etc.)	• Health assessment (cohort (time over time) report reflecting same population)
• Percentage increase of healthy food available in targeted venue →	• Vending/food sales (before and after changes)
• Sales changes for healthy foods	• Vending/food sales (before and after changes)
• Percentage increase in promotion of healthy foods	• Promotions (before and after changes)
• Employee satisfaction with taste, appearance, price and availability of healthy foods	• Interest/satisfaction survey of employees
• Regular (quarterly, semiannual and annual) quality assurance checks on the commitments outlined in the policy	• Human resources and leadership