

MARCH 2020

# WELLBEING AND NUTRITION SERVICES

## UBC Wellbeing

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*This project was conducted under the mentorship of UBC Human Resources staff. The opinions and recommendations in this report and any errors are those of the author and do not necessarily reflect the views of UBC Human Resources or the University of British Columbia.*



## BRIEF OVERVIEW OF UBC's Nutrition Services and Usage

### Employee Family Assistance Program (EFAP):

- Eating for Health online program
- Registered Dietitian services (weight loss/gain, lowering cholesterol levels, reducing high blood pressure, boosting energy, regulating diabetes, preventing heart disease, eating a well-balanced vegetarian diet, etc.)
- Health Coach services (helping to manage: diabetes, high blood pressure, high cholesterol, migraines, asthma, allergies, PMS, menopause, andropause, gastrointestinal concerns [Crohn's Disease, ulcers], weight management, healthy eating, smoking cessation, responsible alcohol use, stress management, exercise as a component of a healthy lifestyle, etc.)



### Extended Benefits:

For faculty and staff, coverage through SunLife includes: licensed speech therapists, osteopaths (this category of paramedical specialists also includes osteopathic practitioners), acupuncturists, chiropractors, naturopaths, homeopaths, audiologists, **dietitians**, occupational therapists, podiatrists or chiropodists are covered for 80% of the costs after you pay the deductible, up to a combined (shared between all professionals/specialists) maximum of \$600 per year.



## RESEARCH

# APRU Global Health Program Report

### About the report:

- Based on an online survey conducted by the APRU Global Health Program (GHP) and completed by 29 universities in 13 Asia-Pacific economies in 2018 (members of the Association of Pacific Rim Universities (APRU))
  - Represents more than 300,000 staff and 500,000 students
- The survey consisted of 96 questions assessing:
  - Basic HR and hiring policies
  - Workplace Wellbeing (WW) program management, data collection, and information dissemination
  - Priorities and motivations to offer such programs
- The 6 WW Program Categories were:
  - Physical Fitness
  - Nutrition and Weight
  - Mental Health and Stress
  - Parenthood
  - Safety
  - Non-Communicable Diseases

## TAKEAWAYS

- Only 33% of universities offer protected time for employees to engage in regular health-related activities during the work week
- 86.2% have an allocated budget for employee health/well-being programs
- 92% do not offer financial incentives for employees determined to have excellent health
- 54% sponsor fitness challenges for employees
- 96% do not offer weight loss competitions, challenges or other incentives for employees
- 64.3% of universities have specific policies regarding nutritional requirements for restaurants/cafeterias on campus
- 39% offer weight reduction/management meetings or counseling for employees
- 71% offer yoga/meditation classes for employees
- Most commonly calorie counts are offered on menus, and there are healthy food choices around campus
- **The biggest challenges in offering WW programs were lack of employee engagement, limited budgets, and lack of engagement of the university leadership.**
- **Many WW programs were not comprehensive or strategic but instead stand-alone programs focused on one key event or topic.**



## STATISTICS

### UBC's Wellbeing Services and Usage in 2018

EFAP utilization rate

**14%**

Services accessed

**1923 times**

Percentage of users made up of faculty and staff members

**88%**

Percentage of users at UBCV

**91%**

Percentage of users from UBCO

**9%**

2018 EFAP Preventative Services

**279 cases**

Percentage of EFAP cases regarding personal health and wellbeing

**25%**

## BARRIERS TO UTILIZATION OF NUTRITION EFAP SERVICES

### Hypothesized Barriers:

- Lack of knowledge of the on-boarding process
- Perceived time commitment
- No "face-to-name" of the nutrition professionals on the other side
- Perception of poor quality





## **SURVEYING UBC EMPLOYEES**

### **February 2020**

## **SURVEY QUESTIONS**

- Are you aware that EFAP offers nutritional services?
- Have you used EFAP nutrition services (Eating for Health online program, Registered Dietitian services, Health Coach services) before?
- Why did you use the service?
- If you've never used nutrition EFAP services, what is/are the reason(s)?
- Do you plan on using nutrition EFAP services in the future?
- Knowing that EFAP offers nutrition services free of charge, which ones are you interested in?

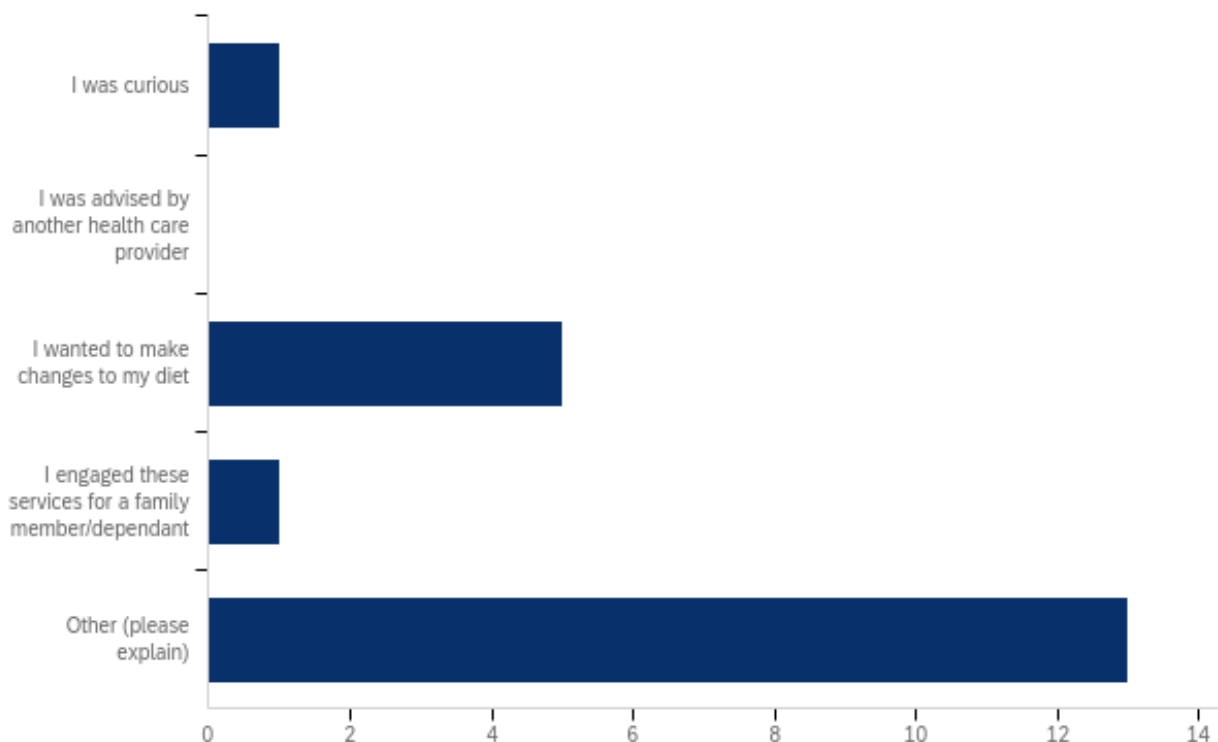
Many of the major chronic diseases prevalent in the world today can be prevented or partially managed with good nutrition. Obesity, diabetes, cardiovascular disease, several forms of cancer, osteoporosis, and dental disease all are worsened and can even be caused in part by poor nutrition. Day-to-day, proper nutrition can give you more energy, focus, and a better overall quality of life. At UBC Wellbeing, we have a system-wide strategic plan that aims to improve the quality of life for students, faculty, and staff through 5 priority areas, one of them being Food and Nutrition.

The Employee and Family Assistance Program (EFAP) is a confidential and voluntary offering that provides you and your family counselling and other support services regarding health, life, and other personal issues. EFAP resources are available in-person or by phone, web, video, or mobile app. The services are included in the cost of your monthly premium, and provided by Morneau Shepell.

## SURVEY RESULTS

- 75 employees completed the survey
- 59.46% of respondents did not know that EFAP offers nutrition-related services
- Only 7 respondents had used EFAP nutrition services
- Respondents with special nutritional considerations (ex. vegans, those with digestive system conditions like Crohn's) were concerned the program wouldn't be able to help them
- Respondents wondered about the confidentiality of the service

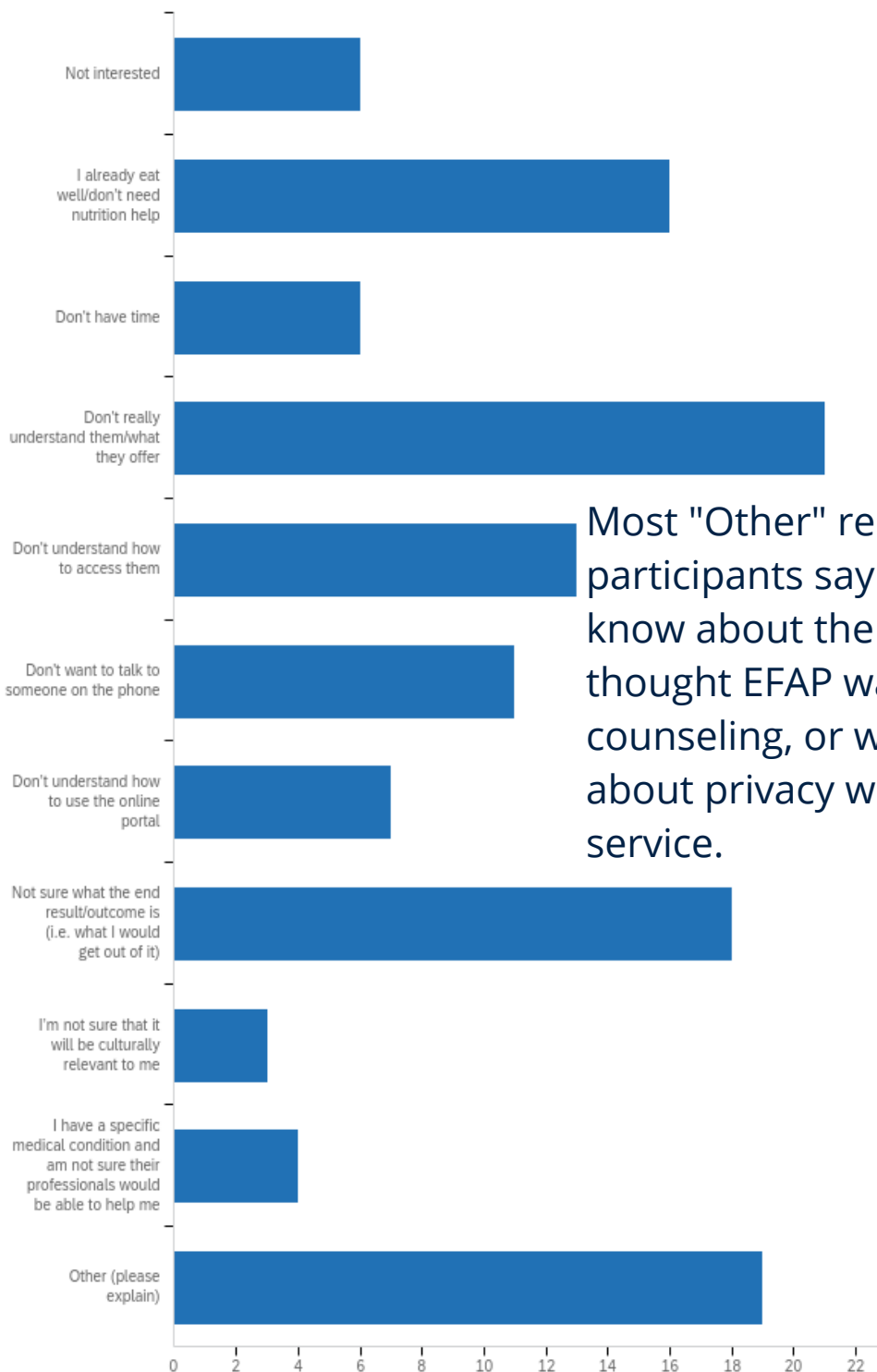
### Q3 - Why did you use the service?



Most "Other" responses were participants saying they have not used the service or planned to but haven't yet.

## SURVEY RESULTS

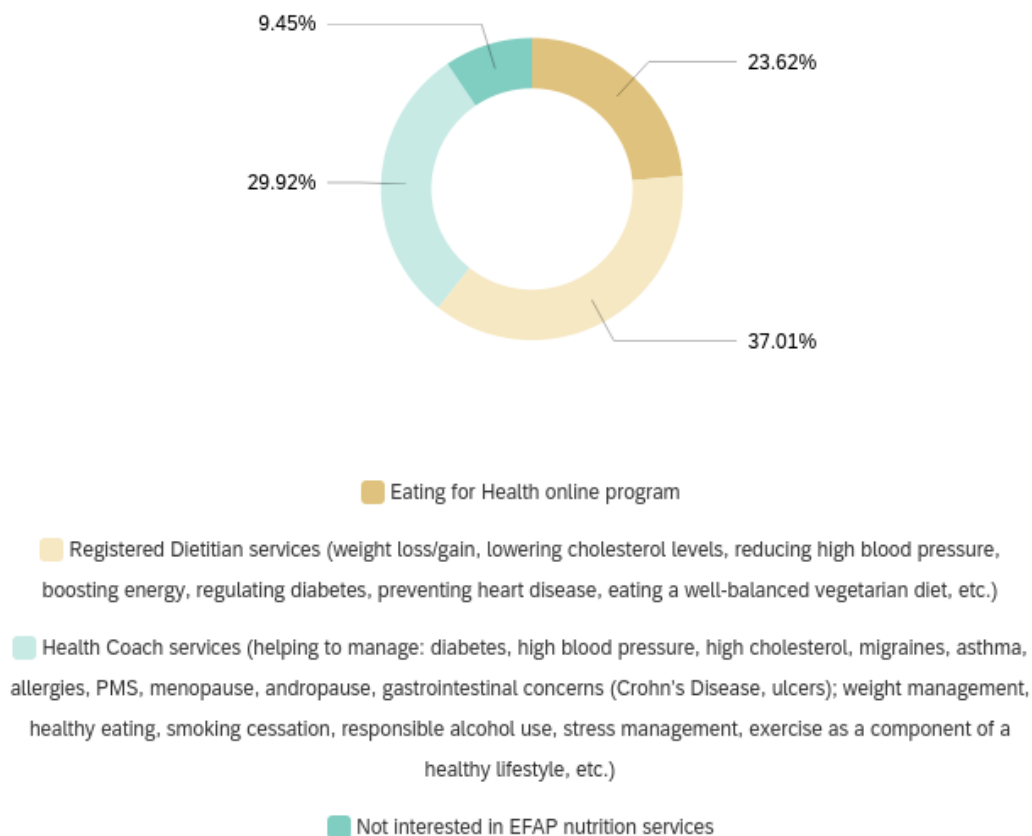
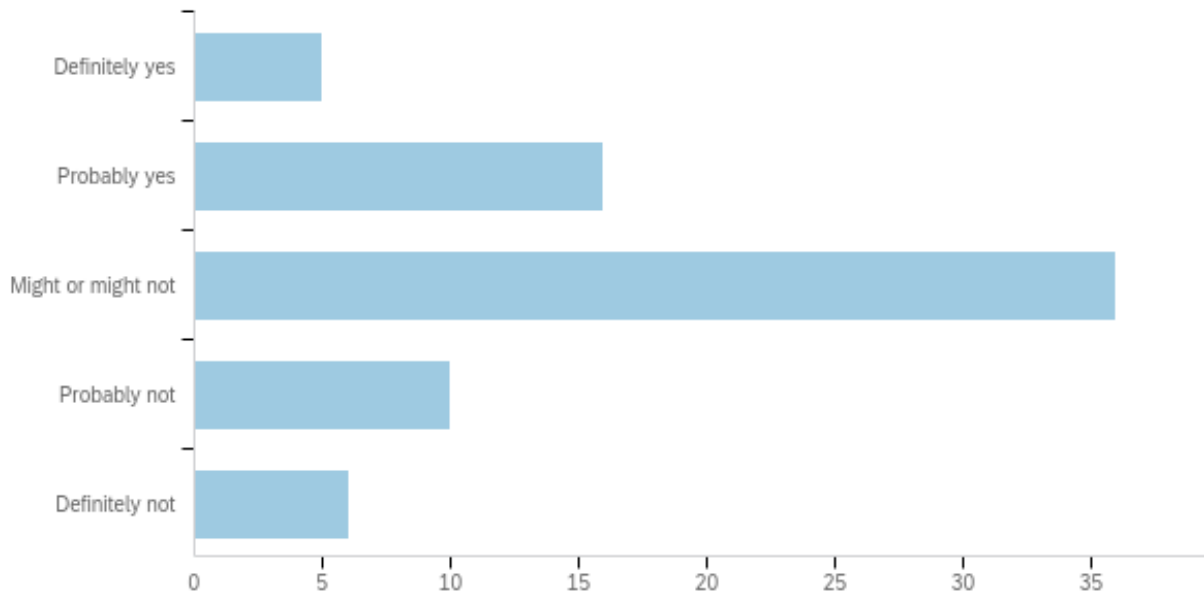
### Q4 - If you've never used nutrition EFAP services, what is/are the reason(s)?



Most "Other" responses were participants saying they did not know about the services, thought EFAP was only for counseling, or were concerned about privacy when using the service.

## SURVEY RESULTS

### Q5 & Q6 - Do you plan on using nutrition EFAP services in the future? Which services?







**UBC has great programs in place that when paired with BC's public health initiatives create a uniquely well environment for UBC employees.**

## EXECUTIVE SUMMARY

- Context
- What the community already offers
- How it relates to what UBC offers

### Summary

- Context
  - Many of the programs researched in this study take place in the US, where there are greater costs and considerations in regard to benefits and insurance - more is spent on privatized health care than in Canada. This leads to less urgent interest in reducing health care costs and sometimes smaller budgets for wellness initiatives in Canadian companies.
- Vancouver Community Offerings
  - In the community, everyone already has access to:
    - 811 dial-a-dietitian
    - Nurse visits to new moms
    - Access to RDs if diagnosed with diabetes or heart disease
    - Healthy Families BC Communities
    - PlanH <https://planh.ca/>
- How it relates to UBC
  - Between British Columbia's public health services and UBC's wellbeing initiatives, faculty and staff at UBC are especially positioned to lead healthy lives.

**Gamefication,  
wellness  
champions, and  
focused educational  
campaigns are the  
keys to a healthier  
UBC.**

## **STRATEGIES FOR IMPROVEMENT**

### **How UBC Can Improve**

- Gamefy - continue to plan & execute game-based programs on campus
  - EFAP Passport - stamps for reading articles or completing quizzes about EFAP, not even necessarily calling in, just learning.
  - Continue to develop events and games to promote health on campus
    - Walking path scavenger hunt
    - Healthy lunch bingo
  - Consider pedometer-based initiatives/budgets
- Ambassadors/Wellness Champions - program in development
- **Educational packages relating to nutritional EFAP services**
  - **Video of sample call-in**
  - **Testimonials of previous users**
  - **Info blurbs in newsletters sent to faculty & staff**
- Promotion and education package for offices describing how to make their workspace a more WELL one.
- **UBC has many great programs and systems already in place, the problem seems to be utilization. Education about the programs can help to close that gap.**





# INNOVATIVE PRACTICES IN EMPLOYEE WELLBEING

- Corporate wellbeing
- University wellbeing



## MERCK

MERCK, a large multinational pharmaceutical company, has well-established wellbeing programming. Titled "LIVE IT", the program includes services in prevention, emotional, mental & financial wellbeing, nutrition, and physical activity or movement.

A study by Lowensteyn et al looked at the measurable benefits of the LIVE IT program. In a one-year program evaluation, measures on employee engagement and changes in physical and mental health were taken.

Among the 730 employees who were eligible to participate in the study:

- 58% were female
- Average age 45 years
- 688 (94%) registered on the website
- 571 (78%) completed a cardiometabolic biometric screening
- Slightly fewer employees completed the mental health assessments
  - Sleep (67%)
  - Stress (66%)
  - Fatigue (63%)
  - Depression (60%)
- For those employees who had their baseline risk assessed
  - 90 (16%) tracked their activity for a total of 183 days or more over the course of the year (not necessarily consecutive)
  - 202 (35%) tracked their activity between 71 and 182 days
  - 99 (17%) tracked their activity between 43 and 70 days
  - 67 (12%) tracked their physical activity for 42 days or less
  - 113 employees (20%) did not participate in any on-line challenge.

The participation percentages observed in the LIVE IT were unusually high compared to the 8% to 25% reported by many Canadian employers. These results were participation rates of 94% for online registration, 78% for baseline assessments, and 66% for completion of at least 6 weeks in an exercise challenge. Further, employees who used the physical activity tracker more were more likely to participate in follow-ups. Employees who then returned for follow-ups were more motivated to track their activity, but no more active when they did so (i.e. similar amount of steps per day to those who did not follow-up)

The researchers propose that these high participation rates are the results of senior management support of the LIVE IT program, dedicated resources for program strategy planning, and a multi-disciplinary communication initiative including local champions who spread the information about the program to their coworkers.

## INNOVATIVE PRACTICES IN EMPLOYEE WELLBEING

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### SAS

SAS is an American multinational software and analytics company based in North Carolina with a yearly revenue of \$3.2 billion USD. Worldwide, they have over 14,000 employees, 6 of whom are full-time wellness professionals who offer consultations and other services to their employees. [19] Many of the services they provide are free or low-cost to employees. At their Eldercare fair each year, organizations from the community volunteer their time to teach employees of resources available to assist them with aging family members or loved ones. SAS only spends about \$300 USD to provide lunch to the volunteers [20] at the fair. An SAS estimate predicts that the services their wellness coordinators provide saves them \$4 million annually [21]. SAS states that, "the investments they make in employee health, well-being and work life-balance can be seen in a dedicated workforce, committed to moving up the ranks rather than out the door [22]."

The wellness centre itself is purposely housed separately from the human resources department. This creates a setting where employees feel they are receiving services and not conducting a business transaction, making the services more meaningful and personal. Also in the centre is a library of 2,500 books on nutrition, parenting, stress management, and other health topics. Nearby is a caring closet, which has medical equipment (e.g. wheelchairs, walkers, shower chairs) that employees can borrow for free for short-term use.

At their headquarters, SAS provides subsidized, onsite child care. SAS is recognized globally for their workplace culture. SAS, although private, has a wellness culture that is unparalleled and way ahead of other organizations. "SAS' turnover rate remains below 5 percent versus an industry norm of more than 16 percent" [1].



## INNOVATIVE PRACTICES IN EMPLOYEE WELLBEING

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### McGill University

McGill offers employees the opportunity to get heavily involved with workplace wellness. Their program, My Healthy Workplace, has ongoing projects around the topics of:

- Supervisory Skills
- Learning Circles
- Staff Mentoring
- Great Ideas Pipeline
- Lower-Cost Professional Courses for Employees
- Leadership and Administrative Training for New Academic Administrators

Being able to be involved in these projects gives employees time and space to make McGill better. These groups also look at what other institutions are doing to help employees find creative solutions on the job, and propose a plan to achieve the same benefits at McGill. The progress of each of these projects is then published and publicly accessible: <https://mcgill.ca/myhealthyworkplace/about/previous/projects>

Related to these projects, employees can serve on committees to help make My Healthy Workplace better. 8-12 diverse employees make up each committee, which then meets one or two days per month. Assembling task forces like this may take more time initially (with development and recruitment), but it helps to keep the programs at a school as large as McGill focused and organized.

- Connector's Group: Coordinates flows across groups: Leadership, Communications, MHW Newsletter, MHW Action Plan, Excellence Canada Submissions, Great Ideas Pipeline, Training. Provides expertise and resources in Facilitation, Learning and Coaching Circles, CoachingOurselves, training development and delivery.
- My Wellness-Centered Workplace: Focuses on creating and maintaining a healthy work environment. Coordination of the Excellence Canada Healthy Workplace assessments, McGill's Healthy Workplace Guiding Principles, Action Plans and eventual silver certification by Excellence Canada.
- My Service-Oriented Workplace: Promotes a practical and positive service approach with stakeholders across the University (clients, partners, end-users), aligned with the Mission and culture of our McGill communities. Sharing of best practices, including involving stakeholders at strategic points in our respective programs and services (e.g. planning, knowledge transfer, assessment...).
- My Engaged Workplace: Attends to key elements that impact employee desire to stay with the organization, continue to learn and contribute their best. Focuses on practical ways of engaging and recognizing employees, managing their performance, and involving them in services and processes that impact their work.
- My Quality Workplace: Promotes practices that are effective, grounded in measures that are relevant, timely and meaningful. Focus is on process improvement and efficiencies in the workplace.
- My Sustainable Workplace: Encourages managers and teams to manage effectively today, and build capacity for a sustainable future (talent management, succession, knowledge transfer, environmental considerations).

## INNOVATIVE PRACTICES IN EMPLOYEE WELLBEING

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### McGill University (Continued)

On the ground, McGill utilizes Health Checks and surveys to gather up-to-date data on the health of its workforce. The health checks are used to address specific areas that needed work within units/areas on campus. Their Learning Organization survey, a 5 minute online survey, had a near 40% response rate in 2017. The purpose of this survey is to determine the extent to which McGill employees are satisfied with their workplace environment and culture. Like many other large universities, McGill offers many health-focused events. Samples of recent events include: Health Fair, 10 Tips to Move More and Sit Less, Mindfulness and its Role in Cultivating and Maintaining Wellness, Managing Stress Through Mindfulness, The Motivation Equation: How goals can be used to make our lives better, Building Bridges: Interpersonal Relationships and Psychological Well-being, Diabetes Prevention Program.

### University of Toronto

The University of Toronto's (U of T) calendar is full of wellness events. Examples include:

- 10,000 steps challenge
- Potty training tips (webinar)
- Adoption seminar
- Brain games (myths & facts of alzheimers & dementia)
- Lunchtime Mobility and Movement
- Happy Parents, Happy Kids
- Mindfulness at work
- Money management
- Group walks
- 

Their EFAP is through Homewood Health, which offers counselling, life smart coaching (available online, including nutrition services), and other online resources.

## INNOVATIVE PRACTICES IN EMPLOYEE WELLBEING

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### University of Virginia

The University of Virginia (UVA) has a multifaceted employee wellness program called Hoo's Well. It covers physical wellness, nutrition, financial wellness, mental and emotional wellness, and social wellness. Three full-time employees and one part-time employee run the program [14]. Job titles include the Wellness Program Director, Wellness Program Coordinator, a Wellness Program Specialist and a part-time graduate assistant, all to cover a population of 21,000 employees. They have designed the program to work with the UVA Health Plan for eligible employees and their spouses.

For physical activity, the Hoo's Well programming includes exercise & fitness classes and UVA walking paths. In regards to nutrition, besides the Hoo's Choice nutrition program, employees receive discounts to WW (Weight Watchers). There is a tobacco cessation program. New and expecting mothers can join the Wellness in Maternity program through Aetna Maternity Management, which is free, with a \$100 sign-up "reimbursement". It consists of an online education program about wellbeing during pregnancy and early motherhood. Employees also receive two free visits with a Registered Dietitian (RD) regarding prenatal nutrition.

In various workplaces on campus, Hoo's Well conducts nutrition classes, flu shot and other vaccination clinics, and orientations of their more specific one-on-one offerings. Many of these offices have their own Wellness Champions. The Wellness Champion program is composed of ambassadors who apply for the role. They must lead a healthy lifestyle, act as a contact/liaison for Hoo's Well Programming, as a resource and encouragement for participation in the programs, as well as meet quarterly with other ambassadors.



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### University of Virginia

Each fall, UVA has a campaign through a company called RedBrick Health, where eligible employees can earn up to \$500 in rewards by completing health challenges [15].

- Completing a biometric screening or physician screening form (annual well check visit) - \$200
- Complete an online health assessment - \$100
- Complete Fitness/Nutrition Challenges (48% participation rate) - \$200
- Complete RedBrick Journeys® focused on physical activity or nutrition. - \$50
- Hoo's Well Challenges—Participate in a friendly healthy activity competition. - \$50 (takes place in the fall and spring)
- Complete an emotional wellbeing Journey - \$50 Complete a financial wellbeing Journey - \$50

Because of Hoo's Well, the University of Virginia is recognized as an American Heart Association (AHA) Platinum Fit-Friendly Worksite [16]. This is the highest of two-levels that an organization in the US can qualify for from the AHA.

The nutrition component of Hoo's Well is called Hoo's Choice. The program recently rolled out a new, healthy, and convenient boxed lunch for catering at UVA. Each meal has 600 calories or less, total fat no more than 35% of total calories, saturated fat no more than 10% of total calories, 5+ grams of dietary fibre, and is packaged in recyclable boxes. Food samples include sandwiches and wraps with sides of Greek yogurt and fruit. For example, a chicken and guacamole wrap, honey dijon chicken wrap, and vegan and vegetarian options such as a mediterranean veggie wrap. [30]



## WELL BUILDINGS

### There is 100% employee participation in a WELL workplace.

*UBC already incorporates many of these practices and goals.*

*See this project for more details:*

*[https://sustain.ubc.ca/sites/sustain.ubc.ca/files/Sustainability%20Scholars/2018\\_Sustainability\\_Scholars/Reports/2018-41%20Understanding%20the%20applicability%20of%20the%20WELL%20Building%20standard%20at%20UBC\\_Parsian.pdf](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/Sustainability%20Scholars/2018_Sustainability_Scholars/Reports/2018-41%20Understanding%20the%20applicability%20of%20the%20WELL%20Building%20standard%20at%20UBC_Parsian.pdf)*

Encourage better eating habits by creating food environments where the healthiest choice is the easiest choice.

- Fruits and vegetables
- Nutritional transparency
- Ingredient restrictions
- Portion management
- Accommodating special diets
- Food advertising and education
- Mindful eating spaces
- Food preparation guidelines
- Food production and sourcing

Establish inclusive, integrated community through social equity, civic engagement and accessible design.

- Community immunity
- New parent and family support
- New mother support
- Civic engagement
- Organizational transparency
- Accessible and universal design
- Bathroom accommodations
- Emergency preparedness
- Community access and engagement

Promote active living through environmental design strategies, policies and programs.

- Active buildings and communities
- Ergonomics
- Active furnishings
- Movement and circulation
- Active commuting
- Site planning and selection
- Physical activity space
- Physical activity promotion
- Self-monitoring

Support cognitive and emotional health through design, technology and treatment strategies.

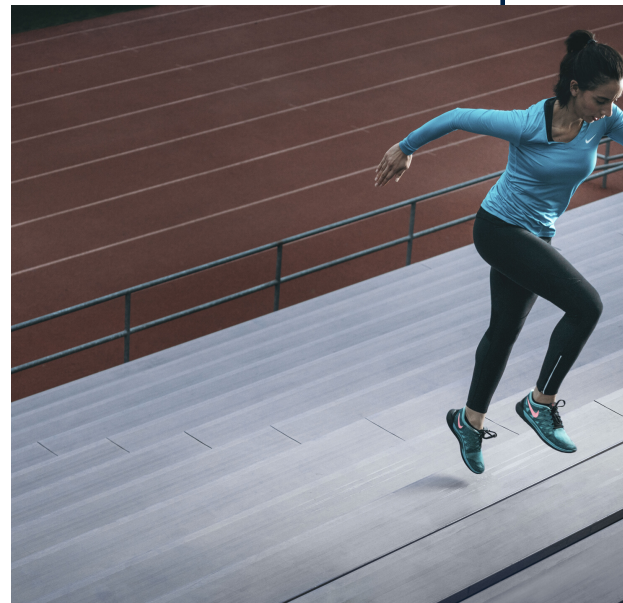
- Access to nature
- Focus support
- Sleep support
- Business travel
- Tobacco prevention and cessation
- Substance use education and service
- Opioid emergency response plan

*Information from a WELL Building Standard public presentation slide deck*

## PRODUCTIVITY

**A healthy team member is a more productive one.**

- A literature review of 30 publications found that worksite health interventions that involved food and nutrition may improve productivity by 1-2%. At large organizations especially, this is a significant amount.
  - Some studies in this review reported greater productivity increases
- A study at Brigham Young University absenteeism reduced by 27% and productivity increased by 25% in employees who maintained a good diet and regularly exercised
- A study by the World Economic Forum and the Harvard School of Public Health found that employees who have healthy habits are 3.1 times more productive than their unhealthy peers
- Achieving a healthy diet is a way to prevent cardiovascular disease (CVD)
  - CVD has been shown to reduce productivity, increase absenteeism, and increase short-term disability



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# UBC Healthy Catering Guide

UBC WELLBEING



*Prepared by* Katie Lienhard  
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Alicia Hibbert

**MARCH 2020**



## THE MAIN IDEA

# Why is a healthy catering guide important?

Healthy food is important because it fuels us to play, learn, and work together effectively and efficiently. It promotes optimal health and wellbeing on our campus and enables us to thrive.



## VALUES & BELIEFS

UBC values wellbeing as a priority area for all students, faculty, and staff. In 2016, the university signed on to the Okanagan Charter, which recognizes nutrition and health to be a priority on campus. The UBC Wellbeing Strategic Framework is a system-wide strategic plan that aims to improve quality of life for students, faculty, and staff through 6 priority areas - with one of them being Food & Nutrition

**UBC believes that "A nutritionally sound campus increases intake of safe, healthy and sustainable food; supports development of nutrition skills and knowledge; and promotes health and wellbeing for all members of the UBC community." — UBC Action Framework for a Nutritionally Sound Campus**

## YOUR ROLE

This guide is created to help those ordering food at UBC provide choices that support wellbeing. This includes event planners, meeting organizers, conference leads, and those in similar roles. When meetings cross over a mealtime, ensure that you are offering menu items that contribute to a balanced meal that everyone can enjoy despite dietary restrictions and allergies.

*Making healthy food choices fuels our bodies and gives us more energy. Serving healthy foods at meetings and events makes attendees more productive and focused. Energy levels stay high, and everyone feels satisfied, making them ready to work.*

Canada's food guide is now easier than ever to interpret. Keep this plate in mind when placing catering orders, considering serving sizes, and choosing beverages to offer at your next event.

## THE MAIN IDEA

# What does healthy mean?

Have plenty of  
vegetables and fruits

Eat protein foods

Make water  
your drink  
of choice



What is a **balanced meal**?  
A balanced meal includes at least a couple of different types of fruits and/or vegetables, a source of protein, healthy fats, and whole grains or plant-based carbohydrates.

Choose  
whole grain  
foods

## TIPS & TOOLS

### Use Canada's Food guide as a tool:

- Choose the plate model method
  - Make half of your plate be vegetables and fruit, a quarter whole grains, and a quarter protein foods (including meats, dairy, beans, and tofu)
- Be mindful of your eating habits
- Eat with others to encourage social connections and promote mental health
- Cook often
- Enjoy your food: eat slowly and ensure you are chewing your food well
- If ordering frequently for the same people, offer a diverse selection of foods throughout the week and month.

- Rarely order "sometimes foods" high in sodium and added sugar such as potato chips or cookies.
- If ordering foods high in sodium and added sugar, choose smaller serving sizes or ask for foods to be cut in half if applicable
- Choose water or unsweetened beverages whenever possible, such as sparkling water and unsweetened iced teas
- Request only whole grains and whole wheat items (e.g. whole wheat bread and wraps, brown rice, and farro)

# Catering Options

*There are multiple catering options available at UBC: Scholar's Catering, Nest Catering, Sage, and Salishan Catering*

## Scholars

Scholars is a UBC Food Services catering company that caters across campus. They have a variety of breakfast, lunch, dinner, snacks, and beverage options to select from. The accessible online ordering system contributes to it being the most used caterer on campus. To help with ordering, the system indicates the following food identifiers for each menu item: vegetarian, vegan, halal, ocean wise, allergen friendly. Scholars contributes to the overall dividend, charges no GST and no delivery fee.

## Sage

Sage is a full-service upscale restaurant and meeting space (multiple rooms are available to book) that also offers full-service event catering. You can select the meals you want to offer your meeting attendees. They do not deliver - the event must be held in their space.



## Nest Catering

Nest Catering is a selective catering service managed by the Alma Mater Society. They offer diverse breakfast, lunch, and dinner options. They are housed in the student Nest building, where venues can be rented. They offer on-campus delivery and off-campus delivery with a different menu for each. Find out more at [info@ams.ubc.ca](mailto:info@ams.ubc.ca)

## Salishan Catering

Salishan Catering is an off-campus catering service located on Musqueam reserve. They offer culturally appropriate Indigenous food options for delivery. They can help to provide diverse food options for your event.





# Ordering Considerations

## THINK ABOUT...

### Budget

Ensure that your budget is comprehensive for everything you need including any additional costs for delivery, napkins, plates and utensils etc.

### Allergies & Dietary Restrictions (including vegan & vegetarian)

Ask attendees about dietary restrictions and allergies (separately) ahead of time to ensure you can accommodate them.

Consult with the caterer to ensure that all restrictions are met with the foods ordered and that items will be labelled.

Pay attention to hidden allergens/restricted foods. For example, gelatin and honey are not vegan ingredients. See this link for more details on finding hidden allergens in foods <https://www.allergicliving.com/2010/09/01/hidden-allergens/>

### Culturally appropriate foods

Make an effort to order food that is culturally appropriate for all attendees.

Having familiar foods makes attendees more comfortable and reduces the possibility of food waste.

### Get everyone involved

Set aside time to allow attendees to get their food and start eating before continuing with the event.

If you have access to a kitchen, consider asking attendees to bring ingredients and make the food together. (Vij© Kitchen at UBC in the Food, Nutrition and Health building available to rent for staff events. If interested in this contact [melissa.baker@ubc.ca](mailto:melissa.baker@ubc.ca))

### Finding healthy sources on campus

Select from the healthier options on caterer's menus. See page 6 for ideas.

### Drinks

Incorporate healthy beverage initiative ideals <https://wellbeing.ubc.ca/healthy-beverage-initiative>

Offer blue and green drinks as categorized by the healthy beverage initiative [https://wellbeing.ubc.ca/sites/wellbeing.ubc.ca/files/u9/HBI%20background\\_UBC.pdf](https://wellbeing.ubc.ca/sites/wellbeing.ubc.ca/files/u9/HBI%20background_UBC.pdf)

Encourage attendees to bring their own water bottles and/or mugs.

### Food waste

Post leftovers that may be wasted on the Free Food UBC Facebook page for students to come and eat.

For smaller groups, consider taking orders from each person to reduce waste.

If ordering utensils, consider washable or compostable equipment.

Offer separate waste sorting bins for attendees to properly dispose of their food items.

Put out only some of the food to start, and replenish if necessary.

Encourage meeting attendees or other individuals to take leftovers with them.

Consider disposing of leftover food in the compost as a last resort.

## YOUR ROLE: SUSTAINABILITY

- Make sustainable choices to be environmentally friendly
- Serve drinks in pitchers or urns instead of plastic bottles
- Ask attendees to bring their own reusable bottles, utensils, and bowls to cut down on single use containers and to take home leftovers to prevent food waste
- Use cloth napkins instead of paper napkins when possible
- Ensure that you have proper waste sorting stations near the meal so attendees can dispose of any waste responsibly (i.e. compost bin, recycling bin)



# Logistics



## How much to order

Confirm numbers as close to the event as possible and update catering as needed.

Are you providing a meal or just snacks? Use the guide below to determine serving sizes.

Order enough servings so every member receives at least one serving size.

## When to order

Order food as early as possible to ensure that you will receive your order.

Scholar's allows ordering to be made up to 10:00am the previous business day.

Ask participants if they have any dietary requirements before putting in the order.

## Practice safe food-handling

Ensure that there is space where attendees can wash their hands before eating.

Keep cold food cold and hot food hot to minimize the risk of food-borne pathogens.

Leave perishable foods at room temperature for less than 2 hours. Refrigerate if 2 hours or more.

***Only order foods if your meeting runs through meal times or if it lasts longer than 2-3 hours. It isn't necessary to order food if the meeting is relatively short.***

FOOD ITEM	SERVING SIZE PER PERSON
<b>Vegetables</b>	1 cup raw leafy vegetables ½ cup cooked or fresh vegetables
<b>Fruit</b>	1 piece of whole fruit ½ cup sliced fruit
<b>Whole Grain Products</b>	Bagel, bannock, muffin - 1 small or ½ large Bread - 2 slices Dinner roll - 1 Granola - ½ cup Pasta or brown rice - ½ cup
<b>Meats and Alternatives</b>	Fish, meat, poultry - 3 oz Nuts and seeds - ¼ cup
<b>Milk and alternatives</b>	Milk - 1 cup Yogurt - ¾ cup Cheese - 1 ½ oz
<b>Sandwiches, Wraps, Pitas</b>	½ wrap, pita 1 sandwich
<b>Soup</b>	1 cup
<b>Salads</b>	1 cup
<b>Cookies and squares</b>	1 small or ½ large

## MAIN MEALS

### Sample Breakfast Menu

- **Scholars**

- Healthy Start Breakfast Platter: Hard boiled eggs, mini berry & yogurt parfaits, fresh fruit skewers, and apple cranberry flax seed mini muffins
  - Includes serving of meat alternatives, fruits, and grains
  - Flax seed supplies fiber and polyunsaturated fat
  - Order tea & coffee with plain milk and unsweetened plant-based milks

- **Nest Catering**

- Networking Standing Buffet: Whole fruit, yogurt and granola parfait with dried fruits and nuts, house made bagels, and assorted muffins
  - Includes serving of fruits, milk alternatives, grains, and meat alternatives
- Ask for pastries made with whole grains
- Ask for yogurt with no added sugar (plain)
  - Topped with granola and dried fruit and nuts, it will still be tasty but significantly healthier

### Sample Lunch Menu

- **Scholar's**

- Tuna Salad on Flax Seed Bread with sun dried tomato & olives, basil aioli, cucumber, arugula and red cabbage
  - Source of meat, grains, vegetables
- Ask for light mayo in the tuna salad

- **Salishan**

- Sandwich with grilled chicken, basil mayo, and roasted peppers
  - Adequate source of grains, meat, and vegetables
- Ask for half mayo and whole grain bread
- Ask for sandwiches to be sliced in half
  - Attendees can choose half a sandwich with a side of salad and/or fruit
- Choose grilled proteins more often than fried

### Sample Dinner Menu

- **Scholars**

- Three-bean beef chili with ground beef, cumin, and beans. Served with cilantro, sour cream, shredded cheese, red onion and multigrain dinner rolls.
  - Adequate source of meat and meat alternatives, vegetables, and grains
  - Order sparkling water unsweetened herbal tea

- **Salishan**

- Herb and fresh lemon marinated grilled salmon served with Chilliwack roasted corn, red pepper relish, seaweed, wild rice pilaf, and maple glazed roasted root vegetables on the side.
  - Adequate source of meat, vegetables, grains

## SNACK TIME

### Sample Snack Menu

- **Scholar's**

- Scholar's Layered Dip: Cilantro sour cream, cumin refried beans, pico de gallo, pickled jalapeños, banana peppers, olives, cheddar cheese, and tortilla chips
  - Source of milk alternatives, meat alternatives, and grains

- **Nest Catering**

- Fruit and cheese platter
  - Adequate source of fruit milk alternatives

## Healthy Catering Guideline Resource [actnowbc.ca](http://actnowbc.ca)

*Eat Smart, Meet Smart* - a publication of the Western and Northern Canadian collaborative for healthy living

PUTTING IT ALL  
TOGETHER

# Sample Menus

Healthy food is important because it fuels us to play, learn, and work together effectively and efficiently. It promotes optimal health and wellbeing on our campus.





# WELLBEING BEST PRACTICES FOR EVENTS

*created by Katie Lienhard  
approved by Melissa Baker and Alicia Hibbert*



## WHAT'S COVERED?

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### PLAN FOR HEALTH AND WELLNESS

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### PLAN AN ACCESSIBLE AND INCLUSIVE EVENT

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#### Don't forget sustainability!

- Remind attendees to bring their own mugs, utensils, and bowls, if applicable
  - Practice green event planning: <https://sustain.ubc.ca/get-involved/take-actions-tips/green-your-events>
  - Reduce waste: <https://sustain.ubc.ca/get-involved/take-actions-tips/reduce-waste>
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## A Respectful Environment for All

The best possible environment for working, learning, and living is one in which respect, civility, diversity, opportunity and inclusion are valued. Everyone at the University of British Columbia is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow UBC community members and the public in all University-related settings.

#### *How do you create a respectful environment?*

It is important to consider the needs of participants such as physical and mental abilities, cultural observances, gender identities, dietary requirements and family situations. As a caring university community it is also important to make efforts to benefit the health and wellness of participants and to ensure that our events are as sustainable as possible.



## Plan for Health & Wellness

### 1. Healthy and culturally relevant food options

- Be mindful of the type of food that you are providing (if ordering catering).
- Is there a way to incorporate healthy options that will fuel the brain and body instead of spiking sugar levels and prompting fatigue?

**Resource:** Eat Smart Meet Smart

[http://www.healthyalberta.com/Eat\\_Smart\\_Booklet\\_AB.pdf](http://www.healthyalberta.com/Eat_Smart_Booklet_AB.pdf)

Healthy food does not have to be expensive or difficult. See our **Healthy Catering Guide** for more info.

### 2. Incorporate physical activity

- Include fitness/stretching breaks.
- Encourage people to get up and walk around or stand if they need to.
- Host a walking meeting, incorporate a chair yoga demo, or hold a mindfulness or meditation session.

### 3. Think about the many dimensions of wellbeing

- Be mindful of different learning styles and methods of social interaction when putting together programs.
  - Are ice-breakers a welcome networking tool or an anxiety provoking situation?
- Be mindful of language to ensure people feel safe and well (e.x. avoid using terms like 'insane', 'psycho' or other colloquial expressions that may be offensive).
- Use your event (regardless of theme or topic) as an opportunity to educate and provide resources on health and wellbeing programs, support services, EFAP, etc.

Put the 'beings' back in wellbeing. Don't forget that we're all human and crave social connection in order to be healthy. Allow for opportunities to connect and socialize on a personal level.

## Plan an Accessible and Inclusive Event

### 1. Musqueam acknowledgement

It is important to acknowledge where we are: "We acknowledge that this event will be taking place on the occupied, unceded, traditional, and ancestral territory of the xʷməθkʷəy̓əm (Musqueam) nation."

### 2. Questions to ask about accessibility and inclusion

- Can participants with disabilities access and exit the venue?
- What are the barriers – ie. stairs
- What time of day is event being held? i.e. Parents or seniors may not attend after hours events
- Are there accessible/gender neutral washrooms?
- Wayfinding – are signs visible
- Could staff/volunteers seat people with special needs?

### 3. Learn about participants

- During registration/meeting planning:
  - Do you have any food allergies?
  - Do you require any accommodations for this event?

