

Food@Work Survey



The Food@Work Survey is a tool that organizations can use to assess and improve the food they offer employees based on the Food Service Guidelines for Federal Facilities from the U.S. Department of Health and Human Services. The survey includes questions that cover five benchmarks:

- **Health Promotion:** How does your organization support employee health and well-being?
- **Prepared Foods:** What is the nutritional composition of the prepared foods your organization offers?
- **Packaged Snacks:** What types of packaged snacks does your organization offer?
- **Beverages:** What types of beverages does your organization offer?
- **Food Safety:** What measures does your organization take to ensure food safety?

This 32-question survey should take you no longer than 40 minutes to complete.



Employer Demographics

Location

Organization Name

Website

Phone Number

Address 1

Address 2

City

State

Zip Code

Contacts

Primary Contact Name

Secondary Contact Name

Primary Contact Position

Secondary Contact Position

Primary Contact Phone

Secondary Contact Phone

Primary Contact Email

Secondary Contact Email

Number of Employees

Total including full time, part time, & contractors

Part time (less than 50% time)



Full time (more than 50% time)

Contingent Workers (e.g. Contracted, Temporary, Seasonal, Freelance, Consultants)

Number of Employees by Gender

Female

Nonbinary

Male

Number of Employees by Age

<21 years of age

50-65 years of age

21-29 years of age

>65 years of age

30-49 years of age

Description

What industry does your organization identify with?

- Accommodation and food service
- Administration & support & waste management & remediation services
- Agriculture, forestry, fishing and hunting
- Art, entertainment, and recreation
- Construction
- Educational services
- Finance & insurance
- Healthcare and social assistance
- Information
- Manufacturing
- Mining, oil & gas extraction
- Public administration
- Retail/wholesale trade
- Real estate & rental & leasing
- Transportation, warehousing & utilities
- Other services



Is your business at least 51% owned, controlled, and actively managed by any of the following?

- | | | |
|---------------------------------------------|---------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Minority Person(s) | <input type="checkbox"/> Woman/Women | <input type="checkbox"/> LGBTQ(s) |
| <input type="checkbox"/> Veteran(s) | <input type="checkbox"/> Disabled Person(s) | <input type="checkbox"/> None of the Above |

Motivation for organizational commitment to health and safety.

Please select the primary reasons for prioritizing workplace health, safety, and well-being.

- | | |
|------------------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> To improve the health of our employees and their families | <input type="checkbox"/> To decrease absenteeism |
| <input type="checkbox"/> To improve employee morale | <input type="checkbox"/> To increase employee retention |
| <input type="checkbox"/> To enhance productivity | <input type="checkbox"/> Other: |
| <input type="checkbox"/> To contain costs | <input type="text"/> |

Health Promotion

How does your organization support employee health and well-being?

Does your organization provide any of the following to support hydration, healthy eating and active living? Check all that apply.

- Free access to chilled, potable water
- Place to prepare/store food and places to eat
- Healthy food and beverage options available during meetings and events
- Paid time off and/or flexible work arrangements to encourage employees to be physically active
- Active workstations (e.g. standing desks, treadmill desks, height adjustable workstations)
- Promote or encourage active forms of transportation (e.g. biking, walking, public transportation)
- Promote or encourage employees to take outdoor breaks during work shifts (e.g. walking, personal breaks)
- Other (specify):
- None of the above



Which types of health promotion strategies does your organization use? Check all that apply.

Guidelines/nutrition standards that make healthier food and beverage choices available during meetings, events, and conferences may include a healthy food and beverage in the workplace policy or memo.

- Nutrition policies to increase the availability of healthier foods (e.g., written policy, permit, contract, or similar agreement increasing access to healthy foods and beverages)
- Guidelines/nutrition standards that make healthier food and beverage choices available during meetings, events, and conferences where food is offered
- Health and/or nutrition education (e.g., skills development and behavior change classes, awareness-building brochures, employee newsletters, posters)
- Links to related employee services (e.g., wellness program, vendor services)
- Integration of health promotion into your organization's culture (e.g., health promotion being part of the mission, physical space for "lunch and learn" education and training)
- Employee screenings with adequate treatment and follow-up (e.g., health risk assessments, biometric screenings)
- None of the above

Does your organization use any of the following strategies to promote healthier food and beverage items? Check all that apply.

- Pricing incentives (e.g., discount pricing on healthier items, increased pricing on non-healthy items)
- Labeling strategies (e.g., provide calorie and nutrition information of standard menu items)
- Marketing strategies (e.g., signage or displays highlighting healthier items, prohibiting advertising for non-healthy foods and beverages)
- Placement and layout strategies (e.g., only healthy items at cash register/check out counter, healthy items for "grab and go")
- Product offering strategies (e.g. half-sandwiches or half-sized entrees, making healthier items such as fruit, salad, and whole grain bread the default side items instead of chips, fries, and enriched grain bread)
- Tableware strategies (e.g., using tongs and serving spoons that match appropriate serving sizes, using smaller plates and bowls)
- None of the above



Prepared Foods

Prepared foods 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 many food service venues. Examples of prepared foods include hot entrées, side dishes, soups, salads, deli sandwiches, and fresh whole fruits and vegetables.

Based on the definition above, does your organization offer prepared food to employees in any of the following venues? Check all that apply.

- Cafeterias/Cafés
- Vending machines
- Concession stands/snack bars, and/or carts
- Food Trucks
- Distributive meal programs (e.g. senior meals, after-school snacks)
- Meals served to institutionalized populations (e.g. prisons, probation camps/juvenile halls)
- Hospital patient meals
- Other (specify):
- None of the above

Fruits and Vegetables

Fruit can be fresh, canned, frozen, or dried. Vegetables can be fresh, frozen, or canned, and served cooked or raw.

Does your organization provide a variety of at least 3 fruit options, with no added sugars?

- Yes
- No

Does your organization provide a variety of at least 3 non-fried vegetable options?

- Yes
- No



Does your organization provide seasonal fruits and vegetables?

- Yes
- No

Grains

Foods that meet the whole grain-rich criteria contain 100 percent whole grain or a blend of whole-grain meal and/or flour and enriched meal and/or flour of which at least 50 percent is whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Examples of whole grain-rich products include 100% whole grain foods such as oatmeal, wild rice, barley, or quinoa, or products such as bread, pasta, or tortilla shells that are made with a blend of whole grain meal or flour and enriched meal or flour, of which at least 50% is whole grain.

Does your organization provide options for whole grain-rich products? (Select one)

- Yes, it is the first/default choice (e.g., a menu item that is automatically provided in the absence of a specific request by a consumer, it can be the side dish that is typically served with a meal or the type of bread that comes on a sandwich)
- Yes, it is a choice
- No

What percentage (approximate) of options for grains served at your organization are whole grain-rich products? (Select one)

- 0%, none of the options for grains are whole grain-rich
- 1-25%
- 26-50%
- 51-75%
- 76-99%
- 100%, all options for grains served at our organization are whole grain-rich

Dairy

Dairy includes products such as milk, yogurt, cheese, and fortified soy beverages. Low-fat dairy products (and dairy alternatives) include milk, yogurt, cheese, and fortified soy beverages that meet FDA's nutrient claim definition for no-fat or low-fat.

Does your organization offer a variety of options for low-fat dairy products (or dairy alternatives)?

- Yes
- No



When yogurt is available, does your organization provide at least one low-fat plain yogurt option?

- Yes
- No

Proteins

Protein includes foods such as seafood, lean meats and poultry, eggs, legumes (beans and peas), nuts, seeds, and soy products. Seafood includes fish (e.g., salmon, tuna, trout, tilapia) and shellfish (e.g., shrimp, crab, oysters). Soy products are soy-containing foods that provide a source of protein, such as edamame, soy nuts, soybeans, tempeh, textured soy protein, tofu, and soy meat alternatives. Meat alternatives containing soy protein or tofu may be used to imitate meat, such as burgers, sausages, bacon, and hot dogs.

Does your organization provide options for a variety of non-fried protein foods?

- Yes
- No

Does your organization provide options for protein foods from plants such as legumes (beans and peas), nuts, seeds, and soy products?

- Yes
- No

Does your organization provide options for seafood?

- Yes
- No

Meals consist of an entrée and two side items. Entrees are defined as a main course of a meal consisting of a meat/meat alternative with two sides including whole-grain rich foods, vegetables, and/or fruits.

Do all meals offered at your organization contain 800 mg sodium or less?

- Yes
- No



Entrées are items that include only the following three categories of main dish food items: (1) A combination food of meat/meat alternative and whole grain-rich food, or (2) A combination food of vegetable or fruit and meat/meat alternate, or (3) A meat/meat alternate along, with exception of yogurt, low-fat or reduced-fat cheese, nuts, seeds and nut or seed butter, and meat snacks (e.g., dried beef jerky and meat sticks).

Do all entrees offered at your organization contain 600 mg sodium or less?

- Yes
- No

Side items are single servings of food or beverage that may accompany a meal or entrée or eaten on its own.

Do all side items offered at your organization contain 230 mg sodium or less?

- Yes
- No

Trans Fats

Are all foods offered at your organization free of (or made without) partially hydrogenated oils?

- Yes
- No

Has your organization eliminated trans fats from the cafeteria and menu items?

- Yes
- No

Fried Foods

Does your organization have deep-fried prepared food options?

- Yes
- No

Has your organization removed or discontinued the use of all fryers?

- Yes
- No



Has your organization eliminated all deep-fried, par-fried, and flash-fried products from the menu?

Yes

No

Packaged Snacks

Packaged snacks include 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, nuts, and seeds. These foods can be sold in any venue, such as vending machines or “grab-n-go” areas of cafeterias. Standards are written to apply per package, irrespective of size or number of servings.

Based on the definition above, does your organization offer packaged snacks to employees in any of the following venues? Check all that apply.

Cafeterias/Cafés

Vending machines

Concession stands/snack bars, and/or carts

Food Trucks

Distributive meal programs (e.g. senior meals, after-school snacks)

Meals served to institutionalized populations (e.g. prisons, probation camps/juvenile halls)

Hospital patient meals

Other (specify):

None of the above

The goal of packaged snacks is to have as many options available that meet the following nutrition criteria:

- Snacks contain ≤ 200 mg sodium per package
- Snacks have 0 grams of trans fat
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; a whole grain-rich grain product; or a combination food containing at least $\frac{1}{4}$ cup of fruit and/or vegetable
- Calorie limit: ≤ 200 calories
- Saturated fat limit: $< 10\%$ of calories
- Sugar limit: $\leq 35\%$ of weight from total sugars in foods



What percentage (approximate) of packaged snacks at your organization meet the above nutrition criteria? (Select one)

- 0%, no packaged snacks meet this nutrition standard
- 1-25%
- 26-50%
- 51-75%
- 76-99%
- 100%, all packaged snacks meet this nutrition standard

Beverages

What types of beverages does your organization offer?

Does your organization offer drinks such as water, milk, 100% juice, soft drinks (e.g., soda), energy drinks, teas and coffees to employees in any of the following venues? Check all that apply.

- Cafeterias/Cafés
- Vending machines
- Concession stands/snack bars, and/or carts
- Food Trucks
- Distributive meal programs (e.g. senior meals, after-school snacks)
- Meals served to institutionalized populations (e.g. prisons, probation camps/juvenile halls)
- Hospital patient meals
- Other (specify):
- None of the above

When milk and fortified soy beverages are available, does your organization offer low-fat beverages with no added sugars?

- Yes
- No



When juice is available, does your organization offer 100% juice with no added sugars?

- Yes
- No

What percentage of your beverage choices contain 40 calories per 8 fluid ounces (e.g., unsweetened beverages, diet soda, flavored waters, seltzer)? Do not include 100% juice and unsweetened fat-free or low-fat [1%] milk in your calculation.

- 0%, no beverage choices meet this nutrition standard
- 1-25%
- 26-50%
- 51-75%
- 76-99%
- 100%, all beverage choices meet this nutrition standard

Food Safety

A critical part of healthy eating is keeping foods safe. Organizations can reduce contaminants and keep food safe by following safe food handling practices. Four basic principles work together to reduce the risk of foodborne illness—Clean, Separate, Cook, and Chill.

**Does your organization take any of the following measures to ensure food safety?
Check all that apply.**

- Require employees to wash hands for at least 20 seconds with soap and water before handling food
- Sanitize all surfaces where food is handled/prepared
- Discard refrigerated foods that should no longer be eaten and expired packaged foods
- Clean the inside and outside of all appliances used in food preparation/storage
- Rinse fresh vegetables and fruits under running water before cutting or cooking
- Place raw seafood, meat, and poultry in plastic containers and store them below ready-to-eat foods in the refrigerator
- Use clean cutting boards/surfaces for fresh produce and separate cutting boards/surfaces for raw seafood, meat, and poultry
- Use a food thermometer to ensure food is safely cooked and held at safe temperatures until eaten



Other (specify):

None of the above

What motivates your organization to focus on using the food service guidelines/nutrition standards? Check all that apply.

Improving employee health and well-being

Preventing obesity and chronic disease (e.g., diabetes, cardiovascular disease)

Increasing economic benefits for local farms and companies

Modeling healthy and sustainable practices for other organizations

Aligning with our organization's mission

Other (specify):

What barriers does your organization face regarding the food service guidelines/nutrition standards? Check all that apply.

Lack of trained staff

Lack of funding support to implement guidelines/standards

Lack of food and nutritional expertise

Lack of kitchen equipment conducive to healthier food preparation

Contract/permit obligations that are hard to change

Lack of consumer demand for healthier food products

Lack of leadership commitment

Lack of employee demand for healthier food and beverage products

Other (specify):



What information would be helpful to your organization in using food service guidelines/nutrition standards? Check all that apply.

- Training for staff on food service guidelines
- Case examples
- How to market and promote healthier items
- Contracting/procurement assistance
- Website dedicated to food service guidelines and other resources
- Other (specify):

The Food@Work Survey is adapted from:
Food Service Guidelines Federal Workgroup. *Food Service Guidelines for Federal Facilities*.
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