

Mississippi State Department of Health Administrative Manual 100		Topic: Healthy Events
Issue Date: October 2020		Process Owner: Preventive Health
Revision Number: 0	Revision Date: October 9 2020	Section 20.0
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20.0 PURPOSE

As the agency established to protect and advance health the health of everyone in Mississippi, the Mississippi State Department of Health (MSDH) strives to put in place guidelines within the agency that promote healthy lives as part of the MSDH culture. This *Healthy Events* policy establishes the method that MSDH will use to develop that culture agency-wide.

20.1 SCOPE

The policies and procedures detailed here are applicable to all MSDH meetings, trainings, workshops, conferences, or events.

20.2 POLICY

All MSDH meetings, trainings, workshops, conferences, or events must be held at smoke-free venues, or at any state, county, or city government buildings; and any refreshments or meals provided must be in accordance to the *Healthy Catering and Event Guidelines*.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco, all nicotine delivery device or products, plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

The *Healthy Catering and Events Guidelines*, developed by the Office of Preventive Health, provides general guidelines for menu selection, ideas for incorporating physical activity into any MSDH hosted event, and additional resources to assist with planning an appropriately healthy event.

Failure to adhere to this *Healthy Events* policies and procedures may result in the coordinating employee being held responsible for food payment and/or venue costs.

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20.4 PROCEDURES

Smoke-Free Venue Selection

To assist the smoke-free venue selection, the Office of Tobacco Control has created *The Smoke-Free Venues List* that was developed using data from the Mississippi Tobacco Data website and the Mississippi Tourism Tour Guide. This list will be updated and verified annually by the Office of Tobacco Control. Selection of any venue on this list, and any state, county, or city government building is pre-approved and requires no further action.

For assistance selecting a smoke-free venue, please contact:

MSDH Office of Tobacco Control
Phone: 601-991-6050

Deciding when Meals/Refreshments may be provided

Purchase of refreshments for any in-house agency staff meeting or training is **not** allowed.

Reasonable refreshments may be purchased for business and training meetings, if:

- Meals cannot be obtained on an “on-your-own” basis without disrupting the meeting for more than an hour,
- Two-thirds of the participants do not work for a Mississippi state agency,
- The meeting must be extended one hour before and one hour past mealtime,
- Meal costs are within the limits set by agency policy in Section 11 of the Administrative Manual, or
- Meetings are held in-state, unless exempted or waived by the State Health Officer.

Under no circumstances may alcoholic beverages be purchased using agency funds.

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Healthy Catering

Every effort should be made to follow the *Healthy Catering and Event Guidelines* when food is provided at any MSDH sponsored event. A *Healthy Catering Checklist* is available on the MSDH intranet to assist with menu planning.

For assistance planning a healthy menu, please contact:

MSDH Office of Preventive Health
Phone: 601-206-1559

Exceptions to the smoke-free venue or healthy catering policy must be approved by the Chief Administrative Officer in advance.

20.5 REQUIRED DOCUMENTATION

Pre-Event Documentation

Requests for exception to any part of this policy must be submitted to and approved by the Chief Administrative Officer before any plans or arrangements are finalized.

Post-Event Documentation

The following documentation is required for all payments of food and/or refreshments for meetings:

1. Signed log of all participants showing
 - a. Attendee name,
 - b. Agency name, and
 - c. Office or business name.
2. Purpose and agenda (please state if it is required by law)
 - a. Type of meeting (advisory council, board meeting, public hearing, etc.)
 - b. Date and time the meeting begins and ends
 - c. Location (town and building)

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d. Itemized invoice from vendor

3. If either of the below is true, a copy of the completed and signed Healthy Event Attestation form must be attached to the food and/or venue payment request(s) and forwarded to Purchasing and to healthyeventpolicy@msdh.ms.gov:

- a. Pre-approved smoke-free venue was not selected and/or
- b. Food was provided

Only the portion(s) of the *Healthy Event Attestation* that are applicable to the event must be completed.

Meeting expenses must be itemized and separated from the cost of meeting room, showing the number and price per meal and cost of refreshments for breaks must be itemized separately on the invoice.

No meal provided at a meeting may be claimed separately by an employee on their individual travel reimbursement request.