



Division of Business Affairs
Business Services

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Catering Operator Protocols in Response to COVID-19

With the University of Florida currently planning to return students and faculty/staff to campus this summer, the University has resumed the allowance of events and gatherings on campus. Refer to the Campus Events and Gatherings Policies guide, effective 7/1/2020, located at <https://businessaffairs.ufl.edu/events/>. Your organization has been granted the privilege to provide catering and event services at UF. Please understand the important role your organization plays today to ensure peace of mind and safety for all of your event guests while at campus events. Below is a current list of expectations and protocols that each organization must follow to continue to provide catering services at UF during this time of COVID 19.

Employee Health and Safety

Update employee training to reflect new training for Covid policies.

Temperature check/health screen all employees previous to starting shifts. If employees do not pass your temperature/screening test, do not allow them to work. Provide policy and return to work procedures.

While at work, employees must follow enhanced hand cleaning, wearing of gloves, wearing of masks to control spread of the virus.

Employees should maintain all social distancing guidelines while in work areas.

Enhanced cleaning, sanitizing and disinfecting of all work areas, food contact surfaces, delivery vehicles, delivery carts, food storage and transport containers.

Please be prepared to verify that the above policies are being followed at your facility.

On UF Property

All employees must have a valid id and visible nametag.

All employees must check in with event host to add their name to the event roster.

All employees must wear a mask at all times while on campus providing services.

All employees to follow enhanced hand washing guidelines and wear gloves as appropriate.

Follow and maintain social distancing guidelines during all time on campus.

Food Service Guidelines

Clean and sanitize all food contact and serving surfaces before putting out food.

Provide one bottle of hand sanitizer at each station or provide individual sanitizing wipes for guests to use.

Utilize single service disposable/compostable individually boxed meals for all events unless otherwise approved.

There will be no guest self-served food buffets with open or unprotected food.

Limit guest served items to individual food boxes, individually packaged beverages, Individually wrapped side items (dessert, chips, fruit, condiments).

For cold beverage service, guests will only be allowed to access single service cups or ice from an attendant. No self-service for ice. No self-service for cups/lids/straws unless individually wrapped.

If providing an open food buffet: This must always be server attended and served. Unless individually wrapped or packaged, no guests may serve themselves from a buffet line. Caterer must provide portable sneeze guards to prevent guests from contaminating food. No guests can reuse plates to get second helpings.

Caterer will ensure that all guests maintain social distancing while in the buffet line, either with temporary decals on the floor, or an attendant communicating with and monitoring guests. Caterer will ensure all guests wear masks while in line.

Note: One exception may be for service of bulk coffee. When appropriate, please provide a server to attend and serve the coffee station. Utilize individual creamers, sugar, stir stix, etc. If guest served coffee is the solution, provide all individual coffee additives, as well as only providing individually wrapped coffee cups (no lids provided unless individually wrapped). Must provide individual packets of sanitizing wipes with directions for guests to sanitize the coffee handle after each use, as well as directions to not refill used coffee cups.

Caterer will clean and sanitize all food contact and serving surfaces at the conclusion of the event.

Caterer will work with event host to plan for proper disposal of all packaging and waste items to reduce possible exposure risk from the event.