

**Division of Business Affairs**

Business Services

UF Bookstore and Welcome Center Room M071

PO Box 112450

Gainesville, FL 32611-2450

352-392-0306

352-392-5485 Fax

**Catering Operator Protocols**

With the University of Florida currently transitioning to pre-COVID normal operations June 28, 2021, the University has resumed the allowance of less restrictive protocols for events and gatherings on campus. Refer to the campus events and gatherings guidance located at <https://businessaffairs.ufl.edu/events/>permitting.

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 recommendations for UF Approved Caterers to remain in good standing with the University.

**Expectations:**

Update your staff and employee training to reflect any new and updated guidelines for UF campus events.

Ensure your employees are healthy for work on campus. Please do not allow any staff member to prepare food or come to campus if showing symptoms of COVID-19, or if they have been exposed to anyone testing positive for COVID in the last 14 days.

Employees are to regularly wash hands and change gloves often.

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

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

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

**Recommendations:**

Maintain a list of any employees who have worked at any UF related location during your event.

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

Utilize single service disposable/compostable individually boxed meals for all events if possible, unless otherwise requested.

For buffet service, servers, sneeze guards, and disposable gloves or parchment paper for guest use, are preferred, but not required.

Change serving utensils often, but minimally every 30 minutes during service.

Use of prewrapped cutlery is encouraged, use of new plates/cups for seconds and refills is encouraged.

Continue to follow CDC and local Board of Health guidelines on safe food handling and service.