



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.

Mobile Food Vendor and Event Guidelines

Mobile Food Vendors are allowed on campus on a limited basis and only with prior approval by the Director of Food & Beverage Services, under the following circumstances:

- As part of the food services program as determined by the Director of Food & Beverage Services
- For special events with advance approval

Note: Mobile Food Vendor(s) can be utilized to support an event, but the food vendor(s) cannot be “the event”.

Request procedure: for Campus Event Planners

- (a) The Mobile Food Vendor request must be included as part of the Event Permit Request, and must be requested at a minimum of 14 days before the event date. Any request made less than 14 days before the event date, may not utilize a Mobile Food Vendor for their event. See <https://virtualems.union.ufl.edu/> for event guidelines and request procedures.
- (b) Approval/Denial of request for a Mobile Food Vendor will be based on overall event approval, the location requested for the vendor, and whether the vendor operation will be disruptive to normal campus functions. See <https://businessservices.ufl.edu/services/catering/current-mobile-food-vendors/> for a map of approved locations where a Mobile Food Vendor can be utilized.
- (c) A COVID-19 Safety Plan for food service must be submitted by event planner, (which must be included in the initial event safety plan as part of the Event Permit Request). The COVID-19 Safety Plan must be approved in advance by the Director of Food & Beverage Services. Please see [<https://businessservices.ufl.edu/catering/>] for more information regarding COVID-19 safety planning.

Upon approval, the following guidelines shall be adhered to:

- (a) The Mobile Food Vendor must be on the UF approved list of Mobile Food Vendors. Mobile Food Vendors on the approved list are pre-screened based on minimum standards to operate on campus, including but not limited to, a valid business license, current board of health certificate, and proof of minimum insurance requirements.
- (b) A minimum service fee or sales level for each vendor ordered is required. If guests are paying for their own food, and sales are less than the service fee, the mobile vendor will charge the event sponsor the difference between the actual sales and the minimum service fee. Per the UF Caterer agreement, the vendor agrees to pay UF an administrative fee of 3% of total sales or fee received related to the specific event. For information on the current list of mobile food vendors and their minimum service fees/sales volumes, contact Matt Mueller at 352.392.0306.
- (c) An "Event Permit" to be displayed prominently for each vendor will be provided in order to verify approval to be on campus.
- (d) Mobile Food Vendor must obey all UF traffic and parking guidelines while on campus. Exact location for trucks will be specified by the university.
- (e) Vendors will be able to sell or serve only during specified (approved) event times. Vendor may only sell approved preapproved menu items during the event, and may not sell ancillary products such as bottled sauces, clothing items, etc.
- (f) Vendor must understand, agree to, and follow the university's exclusivity agreements related to the university's beverage/pouring rights contract.
- (g) Vendor must follow UF sustainability policies, and utilize compostable serving ware when possible.
- (h) Food must be prepared and served from inside the mobile unit. Cooking and/or serving outside the unit and from tents/kiosks is not allowed without prior approval.
- (i) Vendors must remove their generated trash/food waste/used cooking oils produced from the event. Event sponsor must also provide an event-generated trash removal plan.
- (j) It is the responsibility of the vendor to leave their designated vendor site in the same condition as they found the site upon arrival.
- (k) Vendors are not allowed to advertise their location or the campus event on their social media page or by other means ahead of or during the event. Day of event signage is limited to menu related signage and marketing. Vendor will ensure that any signage does not affect the safety or flow of guests.
- (l) Vendors are not allowed to play amplified music or similar noise at the event location and while on campus.
- (m) Noncompliance with guidelines by Mobile Food Vendors may result in immediate and/or future loss of vendor's privilege to provide service on campus.

