



Third Party Food Event Guidelines Fall Semester 2021

- **University to Maintain and Uphold COVID Interim Policies Concerning Events with Food**
 - All events must be scheduled in the EMS reservation system.
 - All food service or catering for approved meetings and events must be provided by the University of Richmond Dining Services, with Catering having first right of refusal.

- **Third Party Food Vendors to be Listed on Dining Approved Vendor List**
 - List managed by HDC Business Office, posted on website.
 - Not to exceed more than 10 approved vendors.
 - Vendors listed are at the suggestion of CSI.
 - Vendors cannot be listed as approved until all required documents are on file in HDC.

- **Third Party Food Vendors in EMS**
 - As vendors become approved, EMS will update accordingly.
 - Vendors will be added by the scheduler, not the client
 - Client can only add Catering Dining resources, (not third-party vendors)

- **Third Party Service/Conduct Rules**
 - Each menu item can be served buffet style or packaged in individual portions following proper HACCP standards.
 - Self-serve bulk beverages or individually bottled are permitted.

- **Third Party Food Events Conduct Rules**
 - HDC Business Office will communicate rules (see below)
 - Sponsoring Organization responsible for communicating current event attendance, not to exceed room capacity maximum.
 - Sponsoring Organization held responsible for non-compliance
 - Vendor to provide 1 hand sanitizing station/bottle if not available at location.

- **Third Party Vendor Personnel Guidelines**
 - Vendor staff to wear mask, gloves and hat
 - Vendor must pass health screening process including temperature taking, no close contact to other individuals that have tested positive for Covid-19, and Covid-19 symptom free at their operation prior to coming to campus.
 - Vendor staff to wash hands often, sanitize high touch surfaces
 - If event is catered (not a box meal drop-off) staff is required to stay and work event
 - Vendor staff must change self-serve tongs once every three hours.