Third Party Food Event Guidelines
Summer 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
  - Exceptions may be granted by the Events Office

- **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**
  - Must maintain food at the correct temperatures as per HACCP standards.
    - Hot boxes to hold individually packed portions – not stacked into chaffers
  - Each menu item must be packaged in individual portions per person when ordered.
    - For example, no vegetable and dip trays for 25, no deli platters, no chicken wings by the platter.
  - No self-serve bulk beverages.
    - All beverages are individually bottled.
    - Self-serve bulk coffee is not permitted. Coffee stations will require a server, behind a Plexi glass barrier, to pour each serving. PC packets of sweeteners & and creamers only.

- **Third Party Food Events Conduct Rules**
  - HDC Business Office will communicate rules (see below)
  - Sponsoring Organization responsible for communicating rules and enforcing
    - Event attendance cannot exceed maximum room capacity for safe distancing measures
  - Sponsoring Organization held responsible for non-compliance
  - Vendor to provide 1 hand sanitizing station/stand per 25 guests
  - Vendor or sponsoring organization provide bottles of hand sanitizer dispersed around the room

- **Third Party Vendor Personnel Guidelines**
  - Vendor staff to wear gloves and hat
  - 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 to serve the food and hand plate to guest
  - Vendor staff to serve beverages – no self service allowed