In accordance with University COVID guidelines, all food service or catering for approved meetings and events must be provided by the University of Richmond Dining Services/Catering. The University’s COVID framework provides for exceptions to allow a third party to provide food service at an approved event. The Events Office grants said exception on a case-by-case basis. In general, exceptions by the Events Office will be limited to events and meetings for student organizations only. Below is the requirements and process for the event contact person (client) to seek a case-by-case exception by the Events Office.

- The Third-Party Food event must abide by the following rules:
  - Must maintain food at the correct temperatures as per HACCP standards.  
    - Hot boxes to hold individually packed portions – not stacked into chaffers
  - If event includes a hot meal (not a box meal drop-off) vendor staff is required to stay and work event
  - 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, and no buffets.
    - All whole pizzas will need to be packaged by the slice
  - Vendor staff to serve bulk beverages.
    - 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 vendors must follow University alcohol policy guidelines and ABC service rules.
  - Third party vendors do not have access to catering kitchens, pantries and storerooms.
  - Vendor Staff to check in at a health screening center on campus for temperature taking.
    Arrangements for screening can be made by calling Events Office 804-289-8585
  - Vendor or sponsoring organization provide bottles of hand sanitizer dispersed around the room.
    1 hand sanitizing station/stand per 25 guests
  - Vendor staff to wear masks, gloves, hat
  - Vendor staff to wash hands often, sanitize high touch surfaces
  - Vendor staff to remind customers not to crowd and safely distance 6’ apart
  - If caterer has an employee that tests positive for COVID they must report the finding to Events Office immediately

- The Sponsoring Organization is responsible for communicating the above third-party food event rules and the enforcement of COVID Conduct Rules:
  - Event attendance cannot exceed maximum room capacity for safe distancing measures
  - Guests must keep 6’ distanced while standing/seating
  - Guests must wear masks when not eating/drinking
  - Sponsoring Organization held responsible for non-compliance

The process for the event contact person (client) to seek a case-by-case exception by the Events Office includes the following:

---

1 Critical control points required by caterers. For example, temperatures must be recorded when vendor (a) leaves their kitchen (b) during transportation, and (c) upon arrival to campus. The documentation must be submitted to the Events Office.
▪ All events must be scheduled in the EMS reservation system
▪ If the event contact person (client) is requesting an exception to allow a third-party food provider, the EMS reservation should select the approved vendor as noted in the EMS system.
▪ Prior to confirming the reservation in EMS, the Events Office scheduler will contact the client to ensure adherence to the above third-party food event rules.
▪ **Please allow 5 business days after the initial reservation request to receive an exception to allow an approved third-party food vendor.**
▪ If an event contact person (client) is requesting a third-party food vendor that is not listed as an approved vendor in EMS, **an additional 7 days should be allowed** prior to confirming the reservation and the vendor being listed on Dining Approved Vendor List
  o List managed by Campus Business Services office in HDC, posted on website
  o Vendors cannot be listed as approved until all required documents are on file in HDC. Please anticipate 7 business days for approved vendors to meet all necessary requirements²
  o As vendors become approved EMS will update accordingly and added by the Events Office scheduler
  o For student organization events, the approved vendor list will not exceed more than 10 approved vendors and are at the suggestion of Center for Student Involvement

---

² COI-General Liability, Auto Insurance, Business License, VA Department of Health