I. Overview
This document provides guidance to faculty, staff, students and campus guests regarding food-related policies, procedures and processes outside of University-managed dining areas, vendor-contracted dining areas and/or Residence Halls.

II. Applicability:
All faculty, staff, students and campus guests.

III. Procedure: Moderate Alert Protections in Place

A. Procedure/Process
1. Student Group Led Fundraisers involving food items or products
   i. Group must complete a food fundraising request form https://uwosh.edu/reeve/dining/fundraising/ at least 10 business days in advance of a planned fundraiser.
   ii. The event must have an approved University reservation and are following the approved event guidelines for the alert level on campus at the time of the event.
   iii. The form will be a series questions in which the group will provide:
      1. Contact person who will be in attendance at the event and will act as the contact for communicating and upholding groups service plan
      2. Process / procedure of how the group will serve / handle food
         a. Detailed description of food or menu
         b. Detailed description of how the food or menu will be served to guest
            i. Food fundraising items must be commercially pre-packaged and cannot be home-prepared items packaged for service
            ii. Bins or other containers should be used to pass payment to the customer
            iii. No self-service components (i.e. no self-served buffet, self-served condiments, unwrapped utensils, self-served beverages)
iv. Service staff will be wearing gloves, washing their hands prior to putting on new gloves and changing their gloves throughout service.

v. Payment processes and the transfer of products in done so with minimal contact.

c. Description of steps and measures is your group taking to ensure adherence to University guidelines on Hygiene, Face Coverings, Physical Distancing and Disinfection

iv. All requests are subject to approval via the fundraising request forms. All requests will be responded to within 5 business days.
1. If approved, the email response will serve as that approval.
2. If not approved or if there are questions regarding the request, the contact person listed on the request form will be advised of the status of the request.

2. Meal Requisition Forms for Approved Off-Campus Vendors
i. This procedure is specifically for groups who would like to use a catering/food vendor other than the contracted food service vendor for campus. All current policies related to Campus Food Waiver Request apply and are available at https://uwosh.edu/reeve/policies/off-campus-food-providers/.

ii. All approved off-campus food vendors will have to provide or have made available their COVID related procedures and processes for safe service.
1. Those will be on file with the Assistant Director of University Dining and approved groups will be posted to the meal requisition information page (https://uwosh.edu/reeve/policies/off-campus-food-providers/)

iii. Groups submit an approved service plan prior to the meal requisition form. The service plan will cover how the group will provide:
1. Contact person, who will be in attendance at the event, and will act as the contact for communicating and upholding service plan
2. Process / procedure of how the group will serve / handle food
   a. Detailed description of food or menu
   b. Detailed description of how the food or menu will be served to guest
      i. No self-service components (i.e. no self-served buffet, self-served condiments, unwrapped utensils, self-served beverages)
      ii. Food must be pre-packaged, under a sneeze guard or served
      iii. If a menu is served, the group must detail the process that will reduce cross contact amount guests and servers.
      iv. Service staff will be wearing gloves, washing their hands prior to putting on new gloves and changing their gloves throughout service.
   c. Description of steps and measures the group is taking to ensure adherence to University guidelines on Hygiene, Face Coverings, Physical Distancing and Disinfection
3. Service Plans are to be submitted online at least 10 business days prior to
the scheduled event date. All requests will be responded to within 5 business
days.
   a. When approved, that form will be returned to the contact person on
      the form and Financial Services for processing with the Meal
      Requisition form.
      i. Submit the Meal Requisition Form to Financial Services.
      Standard meal requisition procedures will then apply.
   b. If not approved or if there are questions regarding the plan, the
      contact person listed on the service plan form will be advised of the
      status of the request.

3. Shared Food in Common Areas or Offices
   i. Food that is not commercially pre-packaged, and brought with the intent to be
      informally shared with others in common areas of office suites, is not recommended.

4. Break Rooms / Break Room Style Areas
   i. Each break room space is different across all campuses. Each area/office with a
      break room, or break room style space, must review the usage and create a set of
      operating procedures based on the following recommendations:
      1. Break rooms should move from an open communal space to a more
         scheduled plan of use to ensure proper physical distancing within the space.
            a. This may include reorganization or removal of furniture and / or a
               schedule to reduce the number of persons within the break room at
               one time.
      2. Provide sanitizing and/or other approved cleaning materials for individuals to
         clean frequently touched surfaces after each use.
      3. Weekly deep cleaning is recommended where the space is closed for use for
         an extended period of time after cleaning (for example: clean at the end of
         the day and leave overnight)
      4. Do not share food or utensils.
      5. Replace high-touch communal items, such as coffee pots, water coolers, and
         bulk snacks, with alternatives such as pre-packaged, single-serving items.
      6. Expectations of the breakroom should be posted within break room areas and
         communicated those to the employees/individuals approved/assigned to that
         break room.
      7. Areas should review their break room plans each term and adjust any
         services/expectations. And, communicate the operational plan to the
         employees/individuals approved/assigned to that break room each term.

5. Concessions –
   i. During the fall 2020 season, concession style sales will be suspended. For future
      seasons, the EOC, with guidance from the Athletic Department, will make a campus
      wide seasonal recommendation for concessions.
6. Novelty Item Food Machines Use / Rental
   i. Novelty machine use, and machine rental, will not be allowed campus wide for Fall Semester 2020. These include, but are not limited to, popcorn carts, cotton candy machines and sno cone machines.
   ii. Reeve Advisory Council (RAC) will review this each term and make a recommendation for the upcoming semester / interims.

7. Food brought to the University, purchased mobile or to go from University dining areas, for individual consumption should take the following precautions:
   i. Wash hands or use hand sanitizer prior to and after consuming a meal brought from home, purchased to go or delivered directly to you.
   ii. Do not share food or utensils.
   iii. Look for open collaboration spaces in buildings where you can remain physically distanced from other persons while dining.
   iv. Remove face coverings only while dining.
   v. Follow classroom and lab policies regarding consumption of food or beverage in those spaces.
   vi. Utilize waste receptacles and recycling to dispose of waste in a manner in line with Campus Sustainability.
   vii. If using reusable or to-go containers or utensils, please keep those stored in a lunch container or back pack. This will minimize the opportunity of personal items used for food consumption to come in direct contact with others. Consider packing sanitizing wipes to wipe down any surfaces and containers.

B. Face Covering Requirements

1. Student Group Led Fundraisers involving food items or food products
   i. Group member(s) hosting and outside vendors serving a food item are required to wear a face covering at all times.
   ii. Individual persons consuming food or beverage should follow University policies on face coverings while eating.
      1. Because an individual cannot eat and drink while wearing a face covering, individuals should wear the face covering, during movement, and can be removed when seated, stationary, and physically distanced from others, to consume food or beverages.

2. Meal Requisition Forms for Approved Off-Campus Vendors
   i. Group member(s) hosting and outside vendors serving a food item are required to wear a face covering at all times, in accordance with University guidelines on face coverings.
   ii. Because an individual cannot eat and drink while wearing a face covering, individuals should wear the face covering, during movement, and can be removed when seated, stationary, and physically distanced from others, to consume food or beverages.
3. Shared Food in Common Areas or Offices  
   i. Individual persons consuming food or beverage should follow University policies on face coverings.  
   ii. Because an individual cannot eat and drink while wearing a face covering, individuals should wear the face covering, during movement, and can be removed when seated, stationary, and physically distanced from others, to consume food or beverages.  

4. Break Rooms / Break Room Style Areas  
   i. Individual persons consuming food or beverage should follow University policies on face coverings.  
   ii. Because an individual cannot eat and drink while wearing a face covering, individuals should wear the face covering, during movement, and can be removed when seated, stationary, and physically distanced from others, to consume food or beverages.  

5. Food brought to campus or from University dining areas for individual consumption  
   i. Individual persons consuming food or beverage should follow University policies on face coverings.  
   ii. Because an individual cannot eat and drink while wearing a face covering, individuals should wear the face covering, during movement, and can be removed when seated, stationary, and physically distanced from others, to consume food or beverages.  

C. Physical Distancing Parameters  
1. Student Group Led Fundraisers involving food items or food products  
   i. Groups are to abide by University guidelines for physical distancing, the approved University room set up, and follow their approved service plan.  
   ii. That plan must include a lowest level or non-contact plan for the transfer of an item between the group member and the individual purchasing.  

2. Meal Requisition Forms for Approved Off-Campus Vendors  
   i. Groups are to abide by University policy for physical distancing, Reservation expectation on the placement of furniture and follow their approved service plan.  

3. Shared Food in Common Areas or Offices  
   i. Food that is not commercially pre-packaged, and brought with the intent to be informally shared with others in common areas of office suites, is not recommended  

4. Break Rooms / Break Room Style Areas  
   i. Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.  
   ii. Refer to University Guidelines on Physical Distancing.  

5. Food brought to campus or from University dining areas for individual consumption  
   i. Refer to University Guidelines on Physical Distancing.  

D. Hygiene  
1. Student Group Led Fundraisers involving food items or food products
i. Group members should not be participating in service of a fundraiser if they are feeling ill or reporting an illness.

ii. Refer to the University procedures for Hygiene Practices.

2. Meal Requisition Forms for Approved Off-Campus Vendors
   i. Group members, and non-contract vendor staff, should not be participating in service of an event if they are feeling ill or reporting an illness.
   
   ii. Refer to the University procedures for Hygiene Practices.

3. Shared Food in Common Areas or Offices
   i. Food that is not commercially pre-packaged, and brought with the intent to be informally shared with others in common areas of office suites, is not recommended.

4. Break Rooms / Break Room Style Areas
   i. Refer to the University procedures for Hygiene Practices.

5. Food brought to campus or from University dining areas for individual consumption
   i. Refer to the University procedures for Hygiene Practices.

E. Disinfection

1. Student Group Led Fundraisers involving food items or food products
   i. Groups are to abide by University Policy for disinfection, Reservation expectations on the sanitation/use of space, and follow their approved service plan.

2. Meal Requisition Forms for Approved Off-Campus Vendors
   i. Groups are to abide by University Policy for disinfection, Reservation expectations on the sanitation/use of space, and follow their approved service plan.

3. Shared Food in Common Areas or Offices
   i. Food that is not commercially pre-packaged, and brought with the intent to be informally shared with others in common areas of office suites, is not recommended.

4. Break Rooms / Break Room Style Areas
   i. Employees should wash their hands and, if a hand sink is not available, provide hand sanitizer within the location.
   
   ii. Daily sanitizing of high touch surfaces should take place, by users of the break room, at time of use.
   
   iii. Weekly deep cleaning is recommended where the space is closed for use for an extended period of time after cleaning.

5. Food brought to campus or from University dining areas for individual consumption
   i. Individuals are responsible for taking precautions including hand washing and/or hand sanitation prior to dining.

IV. Procedure Modifications: Very High Alert

1. Student Group Led Fundraisers involving food items or food products
   i. No approvals will be given for food related fundraisers for gatherings.

2. Meal Requisition Forms for Non-Contracted Vendor Provided Services
   i. No approvals will be given for meal requisitions for served food.

3. Shared Food in Common Areas or Offices
1. Food that is not commercially pre-packaged, and brought with the intent to be informally shared with others in common areas of office suites, is not recommended.

4. Break Rooms / Break Room Style Areas
   i. Continue with High Level Alert modifications.
   ii. Areas can select to close break room areas. If a break room is closed, that area must communicate to the persons/employees impacted and post a sign that the area is closed with a contact person's email if there are questions.

5. Food brought to campus or from University dining areas for individual consumption
   i. No modifications

V. Procedure Modifications: High Alert

1. Student Group Led Fundraisers involving food items or food products
   i. Moderate level procedures in place and will be dependent if approvals made for usage of space

2. Meal Requisition Forms for Approved Off-Campus Vendors
   i. Only approvals will be given for individual, pre-packed commercially food or meals.
   ii. No buffet style service or self-service food items or beverages.

3. Shared Food in Common Areas or Offices
   i. Food that is not commercially pre-packaged, and brought with the intent to be informally shared with others in common areas of office suites, is not recommended

4. Break Rooms
   i. Break room areas should adjust plans to assigning / allowing only one person to use the break room area at a time
   ii. Enhanced sanitation practices should be taken.
   iii. Communicate again the process and procedures of use to those who have access to the space.

5. Food brought to campus or from University dining areas for individual consumption
   i. No modifications

VI. Procedure Modifications: Low Alert

1. Student Group Led Fundraisers involving food items or food products
   i. No modifications from Moderate service level.

2. Meal Requisition Forms for Approved Off-Campus Vendors
   i. No modifications from Moderate service level.

3. Shared Food in Common Areas or Offices
   i. Food that is brought in to be shared with others informally in a common areas of office suites or offices may take place with the approval of that employee's direct supervisor and following University guidelines for physical distancing and face coverings.

4. Break Rooms
   i. No modifications from Moderate service level.

5. Food brought to campus or from University dining areas for individual consumption
   i. No modifications from Moderate service level.

VII. Guidance Documents/Policy Links:
• ACHA Guidelines – Considerations for Reopening Institutions of Higher Education in the COVID-19 Era


• University Guidelines for Physical Distancing, Hygiene Practices, Disinfection and Face Coverings


• Winnebago County COVID-19 Recommendations https://www.co.winnebago.wi.us/health/divisions-program-areas/communicable-disease/covid-19-coronavirus


• Wisconsin DATCP - Re https://datcp.wi.gov/Pages/Programs_Services/RestaurantsCatering.aspx

Environmental Health & Engineering, Inc. – Suggested Interim Guidance on Food Service


VIII. Templates/Forms:
Meal Requisition Form
Service Plan

IX. Definitions

Approved Off-Campus Vendors – The University provides a list of Approved Off-campus Vendors that may provide food service upon approval. The approval is to ensure there is not a breach in the exclusivity of the current campus Dining Vendor contract. A current list is available here: https://uwosh.edu/reeve/policies/off-campus-food-providers/

Catered – Events were food or beverages are served to others by an organization, campus contracted dining service or an approved off-campus vendor.

Commercially pre-packaged – Food that comes pre-packed, with no edible portion of the product exposed, and sealed at a commercial facilities that included individually packaged candies and candy bars.

Informally Shared Food – Food that is left out for others to serve themselves in a common area.

Cleaning: using water and detergent to remove dirt and germs from a surface. This does not kill the germs, but it lowers their numbers on the surface by removing them.

Contracted: Dining services that are contracted to a Vendor for service. The Vendor is responsible for the services provided in that operation.

Dining Location: Predetermined location on-campus that is designated for food services and is licensed via the county to serve.

Disinfecting: kills germs on a surface. Can be done after cleaning or just on its own.

High-touch, shared surfaces: door and drawer handles/knobs, elevator buttons, work surfaces (desk, counter, and tabletops), office machines (copiers, printers), light switches, drinking fountains, faucet handles, railings, shared computers, chair arms.

Mobile / Mobile Order: Order that is placed on a device such as a phone, or computer, and picked up a specified time and location from an on-campus dining location.
Non-Residential: Dining locations that accept Bonus meals and Ultimate Meals as a tender for a meal. They do not accept regular meal plan meal swipes.

Residential: Dining locations which accepts a regular meal plan swipe from the student meal plan. At these locations, Bonus Meals and Ultimate Meals are also accepted as a tender.

To Go Service – Locations that will accept a guest walking up to order and use cash/credit as a tender.

"While eating": Because an individual cannot eat and drink while wearing a face covering, individuals should wear the face covering, during movement, and can be removed when seated, stationary, and physically distanced from others, to consume food or beverages.

X. Revision History:
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