I. Overview
This document provides guidance to contracted vendors provided unmanned vending units in University buildings (beverage and snack units).

II. Applicability:
Contract vending providers for the University of Wisconsin Oshkosh campuses for unattended vending units in University buildings.

III. Procedure: Moderate Alert Protections in Place
A. Procedure/Process
   1. Vending delivery drivers will bring product on assigned delivery routes and dates
   2. Vendors will arrive at standard delivery areas and are assigned an ID card for access if building is secured.
   3. Vendors will fill machines following the standard filling guidelines including additional safeguards for COVID
B. Face Covering Requirements
   1. Delivery drivers will wear masks in University buildings
C. Physical Distancing Parameters
   1. By nature of delivery driver role, they are often physically distant from others.
   2. Drivers will abide by physical distancing guidelines set by the University.
D. Hygiene
   1. Vending drivers will follow their company’s workplace rules for health/wellness.
E. Disinfection
   1. Vending drivers will have enhanced cleaning processes at time of delivery.
   2. University will supply a hand sanitizer near the units or provide signage directing to the nearest hand sanitizer station.
F. Signage
1. University will provide small signage on units with key reminders about hand washing and snack foods on units. Vendors will review signage prior to adhering to units.

G. Refunds/Issues with Units
   1. Oshkosh Campus – Follow vending procedures through Titan Central and online.
   2. Fox Cities Campus – Follow instructions on the unit that provide contactless instructions
   3. Fond du Lac – Follow instructions on the unit that provide contactless instructions.

IV. Procedure Modifications: Very High Alert
   1. Units in key locations (residence halls, Reeve, etc.) remain in service.
   2. Potentially move snack units to more key locations (residence halls, Reeve, etc.) to maximize access.
   3. Units in lowest density areas would be emptied and produced redistributed to avoid waste.
   4. Daily sanitation by University.

V. Procedure Modifications: High Alert
   1. Regular service would continue.
   2. Daily sanitation by University.
   3. Units in lowest density areas would be emptied and produced redistributed to avoid waste.

VI. Procedure Modifications: Low Alert
   1. Moderate level steps and precautions would continue.

VII. Guidance Documents/Policy Links:
   • Wisconsin Food Code
   • FEMA - COVID-19 Best Practice Information: Contactless Delivery/Vending for COVID19 Resources
   • Proprietary Operational Information from Vendors

VIII. Templates/Forms:
   No definitions needed.

IX. Definitions
   No definitions needed.

X. Revision History:
   Created: 7/8/2020
   Revised/Reviewed: 10/8/2020 (no changes)