



Catering During COVID-19

Thank you for selecting *Provider Contract Food Service* at **California Baptist University**. Your health and safety is our top priority. Due to the current Covid-19 Pandemic, we have made some adjustments to ensure compliance with CDC Operating Guidelines, and developed new protocols to increase the prevention of Covid-19.

These Protocols may deviate from the Standard Operating Procedures expected when organizing and attending Catering Events, but we can assure you that our professional event management team will do everything to create an enjoyable and safe event.

We ask for patience as we all work through these unprecedented times and collaborate to accomplish successful events while maintaining safety.

Food Service Employees will follow CDC COVID-19 Safety Protocols:

- Wellness Check completed prior to starting work.
- Regular Hand Washing (at least hourly)
- Properly Wearing required Personal Protective Equipment (Masks, Gloves, Aprons, etc).
- Wearing gloves when appropriate and changing often.
- Maintaining 6' Social Distancing when possible and limiting contact.
- Placing Protective Barriers where needed.
- Cleaning, Sanitizing, and Disinfecting all High Touch Surfaces, Preparation Areas, Transport Areas and Equipment (carts, vehicles, containers) frequently.



Food Service

FOOD

All food must be individually wrapped or served by an attendant from a protected area following CDC Covid-19 Guidelines.

- **Unattended Buffet**
 - Must be individually packaged food items or boxed meals placed on a buffet table for guest selection.
- **Attended Buffet**
 - Must be served by an attendant from a protected area. All disposableware will be used.
 - ** (Hourly rates will apply for catering staff)*
- **Served Meal:**
 - Tables will be set up with rolled silverware, bottled water, individual bread bag.
 - Covered salad will be pre-set just prior to guest arrival (if applicable)
 - Meal will be served on covered plate that will be removed when presented to guest at table.
 - Guests will be offered bottled iced tea. A glass of ice with cover will be placed at each place setting by server.
 - Covered dessert may be placed in advance to reduce guest contact.
 - Plates will be cleared by servers. Gloves will be worn and changed after each table is cleared.
 - Servers will wear masks and keep 6' social distancing where possible and limit contact.
 - Guests will be required to wear masks until seated and any time they leave the table.

BEVERAGES

All beverages must be individually wrapped or served by an attendant from a protected area following CDC Covid-19 Guidelines.

- **Unattended Buffet Beverages**
 - Must be single serve bottles or cans and placed on a buffet table for guest selection.
- **Attended Buffet Beverages**
 - Bulk (Coffee, Iced Tea, Sweet Tea, Lemonade, Juice etc) must be served by an attendant from a protected area.
 - ** (Hourly rates will apply for catering staff)*
- **Served Beverages during a Served Meal**
 - Bottled water will be placed at all tables.
 - Guests will be offered bottled iced tea. A glass of ice with cover will be placed at each place setting by server.

ADDITIONAL GUIDELINES

- **Each event requires an onsite contact from the organizing entity (Campus Department, Off Campus Client) that Catering can communicate with during the event.**
- **Staff and Guests will be expected to follow all Covid-19 Guidelines:**
 - Not entering if ill
 - Wearing Mask unless seated at Dining Table and any time not seated at Dining Table
 - Maintaining 6' Social Distancing
 - Using Hand Sanitizer-Washing Hands

Please note, at this time indoor dining is **NOT** permitted in *Riverside County*.

Boxed meals will be available for pick up or delivery only.

All other events must take place outdoors.