Principles of Service
for UC San Diego Catering in response to COVID-19

Purpose
To safely serve clients and guests high quality food and beverage in alignment with Campus, County, and State Public Health recommendations.

- All HDH UC San Diego Catering Staff are trained to follow all procedures outlined in the department’s Return to Dining document based on UC San Diego’s Return to Learn Program.
- This document serves as a supplement to the Return to Dining plan with specific procedures for catered events.

UC San Diego Catering is following these principles of service to align with the Guidelines for Campus Events and Gatherings as determined by the Return to Learn Program Leadership:

Limited Reopening

- In person events held outside with limited attendance and significant restrictions on food and beverage service.

- Individually packaged foods and single-serving canned or bottled drinks are served by Catering Staff to guests in a contactless zone. Contactless zone is defined with signage on one end of a serving table.

- Catering Staff assists host with delineating 6-foot physical distancing marks and ensures safety of guests and Catering Staff during event.

- All staff and guests wear face coverings as required by Return to Learn.

- Hand Sanitizer available for guests (throughout all phases).

- Meals are packaged by Chefs in an individual covered container at UC San Diego Catering Kitchen or on site at locations with commercial kitchens such as Price Center and Great Hall.

- Wrapped disposable single-use cutlery is placed by Catering Staff alongside meal and beverage selection in contactless zone for each guest.

- Small quantities of individually packaged meals are available for drop-off in insulated bags with no setup and the option for UC San Diego Catering to provide a Safe Serving Kit with gloves, sanitizer, and signage for host to safely serve guests boxed meals and individual beverages.
Expanded Reopening

In person events with increased attendance and expanded options for food and beverage service; potentially in two steps, with increased level of guests allowed

- Individually packaged meals as above are allowed in larger quantities served by Catering Staff or option available for UC San Diego Catering to provide a Safe Serving Kit with gloves, sanitizer, and signage for host to safely serve guests boxed meals and individual beverages.

- Station and Buffet menu items and beverages are served by Catering Staff behind plexiglass guards or double wide serving tables and placed in contactless zone for each guest.

- Action Station menu items are plated by Chefs behind plexiglass guards and placed in contactless zone for each guest.

- Wrapped disposable single-use or linen-wrapped reusable cutlery is placed by Catering Staff in contactless zone for each guest.

- Tables may be covered with linens based on enhanced CDC guidance.

- Sit-Down Plated Meal: Guests are seated physically distanced, based on vaccination status and/or family groupings and Servers provide full service of food and beverage for each individual.
  - Some items such as silverware wrapped in linen or a plastic or paper covered salad are pre-set to minimize guest/server proximity.
  - No communal elements to service (water, bread, condiments, etc.) are included.
  - All foods are covered with plate covers or plastic/paper wrap.
  - Servers remove plate covers from plated meal at table for each guest; guest removes plastic/paper wrap.
  - Beverages are covered with single-use lid that guest removes.

Full Reopening

- Minimal restrictions on event size or food and beverage service

- Previous phase safety measures are available upon request to ensure clients and guests are comfortable. These include:
  - Providing plexiglass guards where feasible while allowing for self-serve stations and buffets.
  - For events with service staff, designating an employee to frequently sanitize common touch points throughout duration of event.

HDH and UC San Diego Catering reserve the right to adjust protocol at any time based on CDC guidelines, and/or direction from Campus, County, and State Public Health recommendations.

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