



ONTARIO TECH

GUIDELINES FOR AN ON-CAMPUS EVENT – FOOD SERVICES

Please ensure you read and follow all the guidelines listed below. Running a successful on-campus event which includes food services, is also a matter of the safety and well-being of everyone attending. This document is NOT limited to only approved on-campus events but wherever food is being served.

If you are planning to run an on-campus event, you must:

- Choose **one or two** people to run the event
- Confirm and observe **all** allergies, sensitivities, intolerances
- Collect the food menu and ensure everyone has access to see what is on the menu
- Ensure the site is clean both **before and after** the event
- Ensure adequate supplies are available for spills ex. paper towels
- Provide handwashing facilities (or napkins)
- Knowledge of first aid kit in case of injury/illness
- Do not use the same utensil for different food stations within the buffet
- Choose a food-safe area – free from pollutants ex. dust
- Choose spacious, well-lit, and ventilated spaces ex. conference rooms; avoid offices
- Temperature control - consider how temperature will be regulated while in transport and when it arrives/before the event begins
- Avoid home-cooked food where possible; avoid bringing leftovers
- If home-cooked food is provided, ensure people know **all its contents**
- Observe all expiry dates
- Keep raw food separate from cooked food
- Do not dispose of leftovers in the sink
- Discard all waste; Do not leave uneaten food on the premises
- Avoid sharing food where possible
- Please use gloves if handling food for others
- Unless food is being left out for an extended period, hot and cold sources under the food **should not be** necessary (slow cooker, ice tray, for example)
- If you use a heat source, please ensure it is placed closest to or against the wall, plugged into an outlet, with the cord tucked away...**no daisy chains!** – please ensure the temperature is set accordingly to avoid burns from steam when removing the lid.
- When in doubt...**THROW IT OUT!**
- Stay home if **SICK!**

If you have any inquiries regarding this document, please get in touch with the Office of Risk Management at orm@ontariotechu.ca