



# ONTARIO TECH

## BULLETIN FOR AN ON-CAMPUS EVENT – FOOD SERVICES

Please carefully read and follow the bulletin below when organizing any event involving food on campus. Ensuring food safety is essential for the health and well-being of all attendees. These requirements apply not only to approved on-campus events but to any occasion where food is served.

If you are planning an event, you must:

- **Appoint 1–2 event leads** to oversee food-related responsibilities.
- **Identify and accommodate all food allergies, sensitivities, and intolerances.**
- **Collect and share the event menu** in advance, ensuring all participants can view it.
- **Maintain cleanliness** of the event space **before and after** the event.
- **Have cleaning supplies** available for spills (e.g., paper towels).
- **Provide handwashing facilities or hand wipes/napkins** for attendees.
- **Ensure knowledge of first aid resources** in case of injury or illness.
- **Use separate utensils** for different food stations - **no cross-contamination.**
- **Select a food-safe location** - clean, free from dust and other pollutants.
- **Choose spacious, well-lit, and well-ventilated areas** (e.g., conference rooms; avoid offices).
- **Control food temperature** during transport and before the event (hot stays hot, cold stays cold).
- **Avoid home-cooked food** where possible, and **do not bring leftovers.**
  - If home-cooked food is provided, **clearly label all ingredients.**
- **Check and respect all expiry dates** on food items.
- **Keep raw and cooked foods separate.**
- **Do not dispose of leftovers in sinks.**
- **Discard all waste properly**, do not leave food behind.
- **Minimize food sharing.**
- **Wear gloves** if handling food intended for others.
- **Hot/cold holding sources** (e.g., slow cookers, ice trays) **are not required** unless food is left out for extended periods.
  - If used, place heat sources **against a wall**, plugged directly into a power outlet with the cord safely tucked away (**no daisy chains**).
  - **Set temperature safely** to prevent burns from steam or heat.
- **When in doubt, throw it out.**
- **Stay home if you are sick.**

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

