



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

## UT Off-Campus Caterer Guidelines

Please ensure each bullet point below is checked off by the off-campus caterer in consultation with the UT event planner:

- All food and beverage items (including condiments, utensils, and accompaniments) must be served by a COVID trained server wearing gloves and a mask.
- Wellness/Self Attestation check and the UTK Visitor Health Screening form (<https://events.utk.edu/wp-content/uploads/sites/65/2020/06/Health-Screening-Form-Content-for-Visitors-6-23-20.pdf>) must be completed prior to arrival to campus by event planner and sent to the sponsoring department.
- Vendor social distancing protocols will be reviewed with event planner prior to event to ensure event compliance.
- Outside vendor must be knowledgeable of current Knox County Health Dept. opening and serving guidelines.
  - <https://www.tn.gov/governor/covid-19/economic-recovery/restaurant-guidelines.html>
- Table placement to be reviewed with event planner to ensure 6 feet separation to promote social distancing.
- Patrons will not be allowed to “self-serve” bulk items from buffets.
- Any individually packaged food or beverage item may be self-served, but individual items must be placed a minimum of 2 inches apart and clearly labeled to avoid/reduce customer touch points.
- Identical vendor controls on product deliveries to ensure the safe transfer of all products, including temperature documentation, and contamination risks.
- Ice to be limited, all drinks will have to arrive cold for guests.
- Beverages are to be served in individual cans or bottles, as permitting.
- Attendant must be present to serve any beverage items not in self-contained vessel (coffee, tea, etc.).
- Signage for food and social distancing must be placed before event starts.
- Items specific to “Plated/Served” events must be covered or wrapped, and handled only by the designated server(s).
- All guests must be seated 6 feet apart.
- No service items are allowed to be on table except for linen.
- All silverware are to be wrapped in linen and placed in front of guests as they sit.
- All meal courses to be served, along with beverages will be served to guests.