MONASH UNIVERSITY COVID SAFE CATERING GUIDELINES

SCOPE

This document provides guidance to reduce the risk of transmission of coronavirus at workplace spaces and events which provide food and beverage catering.

What is COVIDSafe Catering?

Monash Wellbeing recommends COVIDSafe catering practices when providing food and beverages at workplace spaces and events.

COVIDSafe catering applies to all levels of catering, from casual catering (office lunches, bbqs, meetings where the caterer provides food and/or drinks but no service staff, etc.) to full service catering (where the caterer provides food and/or drinks and service staff to serve the food).

If you are holding an event where a caterer provides service staff, request contactless serving from your caterer. You should also ask to see your caterer's COVIDSafe plan.

Single serve catering remains the best practice to reduce the risk of cross contamination and we encourage staff to offer single serve options when providing catering at Monash events.

If **shared** food platters, condiments and drink stations are provided, we recommend:

- Having a dedicated (gloved) server and providing hand sanitiser to allow people to sanitise their hands prior to handling any food, drinks or serving utensils; and

- Providing hand sanitiser at the start of the queue/food and drink area so people can sanitise their hands before getting food and drinks.

For all workplace spaces and events involving catering, we recommend:

- Providing adequate space to allow people to physically distance in queues.

- Providing capacity signage for the area (e.g. allow only 1-2 patrons at the station at one time).

- Placing the drinks station on a separate table/area and away from high traffic areas to avoid congestion.

Ensure regular **food safety** advice is followed – keep foods at a safe temperature and always wash hands and/or sanitise before eating and drinking.

If providing or permitting BYO **alcohol** at the event, follow the controls outlined in the [OH&S Centrally Managed Risk Assessment Template no. 10653: Minimum requirements for the provision of alcohol at Monash University events](#).

- Consider the effects of alcohol and how it affects compliance with other COVIDSafe measures, such as physical distancing.

Sustainability and COVIDSafe Catering

COVIDSafe catering doesn't need to generate more plastic and food waste.

- Reusable cutlery, crockery and beverage containers can be used if appropriate hygiene, cleaning and disinfection processes are in place. Disposable servingware is not essential.

- Caterers can provide single serve catering on plates (refer to image), reusable lunch boxes etc.

- Have clearly signed designated areas (tables or trays) to leave dirty crockery, cutlery, lunch boxes and glassware for collection and cleaning.

- If single-use containers are provided, cardboard or compostable material is best.

- Leftover catering should not be left in communal areas for others to help themselves to. They should be distributed directly to individuals in an equitable manner.

Where can I find more information about events and event planning?

OH&S has developed centrally managed risk assessment templates which provide health and safety measures and controls for minimising risk when providing food and alcohol at Monash spaces and events.

- No. 10560 Minimum requirements for the provision of food during events (v1.0)
- No. 10653 Minimum requirements for the provision of alcohol at Monash University events

Businesses that provide catering, whether external to Monash or one of our retailers, should have their own COVIDSafe plan. When planning your event, request a copy of their COVIDSafe plan, review it and check that it complies with Monash's COVIDSafe plan, and include it in the risk assessment. Further resources can be found below:

- OH&S Events and People Health and Safety Topic
https://www.monash.edu/ohs/info-docs/safety-topics/events-and-people
- OH&S Health and Safety Considerations for Event Planning
https://www.monash.edu/ohs/info-docs/safety-topics/events-and-people/health-and-safety-considerations-for-event-planning
- OHS Roles, Responsibilities and Committees Procedure
https://www.monash.edu/__data/assets/pdf_file/0005/129614/OHS-Roles,-Responsibilities-and-Committees-Procedure.pdf

In preparation for your catered event, check for updated guidance on the following websites:

- DHHS Hospitality Sector Guidance
- Food Standards Australia

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	16 February 2021	Monash University COVIDSafe Catering Guidelines V.1
2.0	4 March 2021	Included additional information around the various types of catering, drinks and alcohol provision, student events, and information about events and event planning.
3.0	8 April 2021	Included additional information around providing shared platters at events.
4.0	26 November 2021	Updated guidance - single serve catering changed from mandatory to recommended.
		Included recommendations for workplace spaces.
		Added links to Centrally Managed Risk Assessments and Monash's COVID Safe Plan.