

PROPOSED POLICY & GUIDELINES FOR FOOD SERVICES

A. GENERAL PROVISION

1. As a general policy, Food Services of the Central Bicol State University of Agriculture shall always be in strict compliance with all IATF guidelines, both national and local, during the pandemic.
2. The Division of Auxiliary Services Development and Management (DASDM) shall supervise the operation of all food services inside the University and monitor all activities therein. For this purpose, it may enlist the assistance of the CBSUA Task Force on COVID-19 (CBSUA-TFC), the Campus Administrator, Physical Plant and Facilities Division Office, and the Agency Janitorial Services of the University to ensure the implementation of health and safety protocols and compliance with CHED-DOH JMC No. 2021 - 001 within the premises.
3. The students, faculty, and staff shall adhere to the health and safety protocols of the University, and be transparent in declaring health conditions, including those of family members.
4. The management through its representative reserves the right to inspect the food service areas, and take other steps necessary and admirable for safety, security, health, and maintenance.

B. APPLICATION

Cafeteria Operation

1. Clients shall follow the queueing system and order from the available food choices at the counter.
2. Clients shall be asked to present a vaccination card to be allowed to eat in the food stalls and CBSUA Cafeteria.
3. Contactless services shall be strongly encouraged. For to-go orders, clients are encouraged to bring their containers. For dine-in orders, clients are encouraged to bring their silverware and drinking glass.
4. Clients must adhere to the clean as you go policy.

Catering Request/s

1. RESERVATION TO BE MADE BY CBSUA EMPLOYEES

- a. Reservation for food services should be made in advance.
- b. The applicant for food services should fill-up the Application For Catering Services Form in the DASDM Office for the approval of the Auxiliary Director.
- c. Reservation should be made at least:
 - ☐ Three (3) working days before the actual date of the event for catering requests amounting to less than 15,000.00.
 - ☐ Seven (7) working days before the actual date of the event for catering requests amounting above 15,000.00.
- d. Upon reservation, the duly accomplished application should be submitted on the same day with duly attachments approved purchase request and funding request and approval.
- e. Job Order/Purchase Order must be submitted on the day or before the request catering service.

2. RESERVATION TO BE MADE BY PRIVATE ENTITY

- a. Reservation for food services should be made in advance.
- b. The applicant for food services should fill-up the Application For Catering Services Form in the Auxiliary Office to be endorsed by the Cafeteria Manager for the approval of the Auxiliary Director.

- c. Reservation should be made at least three (3) working days before the actual date of the event for catering requests.

Food Stall at Business Center

1. The university shall limit the number of food stalls that will be allowed to operate, to a number that will make physical distancing implementable.
2. The university shall implement a mechanism of screening possible operators of food stalls that are consistent with IATF protocols on similar establishments. The university shall require, but not limited to the following requirements:
 - ✓ Barangay Clearance;
 - ✓ Mayor's Permit;
 - ✓ Sanitary Permit;
 - ✓ Medical Certificate of each personnel;
 - ✓ Vaccination Card;
 - ✓ Health Card of each foodservice personnel; and
 - ✓ Contract of Lease.

C. FINANCIAL OBLIGATION

Cafeteria Operation

1. Clients must observe pay as you order payment scheme.

Catering Request/s

1. Payment for the food reserved for specific number of persons should be paid even if the number of person does not meet the reserved quantity.
2. Additional order on the day of the request catering service will be charged accordingly.
3. **For CBSUA Employees**, payments shall be made by the requesting party immediately.
4. **For Private Entity**, requesting party should pay at least thirty percent (30%) of the total amount upon confirmation of the reservation and the remaining amount on or before the service date.

Food Stall at the Business Center

1. Payment of rental fee amounting to One Thousand Five Hundred Pesos (**1,500.00**) per stall per month is deducted from Lessee.
2. **Initial payment of one (1) month deposit and one (1) month advance** for a total amount of **Three Thousand Pesos (P3,000.00)** upon signing of the contract for Lease and a monthly fee of P 1,500.00 per month for the rest of the period.

D. SEATING CAPACITY

1. Retrofitting and/or changing of arrangements of tables and chairs in food stalls and food service areas shall be done to ensure that a maximum of 50% sitting capacity is observed.
2. Foodservice operators may choose to either implement the one-person per table policy or allow two-person per table at a time but a table barrier must be in place.
3. No client shall be allowed to rearrange tables and chairs in the food service areas.

E. FOOD CHOICE

1. Select a variety of dishes that are quality, palatable, balanced, healthy, affordable, and safe.
2. The nutritional value must always be considered first.

F. MAINTENANCE, AND COVID-19 HEALTH AND SAFETY PROTOCOLS

1. The Cafeteria Manager will act as the Health and Safety Officer that will monitor the operation of the CBSUA Cafeteria and conduct periodic health and safety orientations to all concerned.
2. The Business Center In-Charge will act as the Health and Safety Officer that will monitor the operation of food stalls in the Business Center and conduct periodic health and safety orientations to all concerned.
3. Food areas must have adequate ventilation.
4. Foodservice operators and clients shall strictly adhere to the wearing of face masks policy of the university.
5. Thermal scanners, foot baths, and hand-sanitation devices shall be made available and shall be used in the entry point of the food stall. Additional handwashing and sanitation areas shall be made available at the exit point.
6. The physical distancing of at least 1.5 meters shall be observed by everyone standing in line in the food areas at all times to prevent overcrowding. The foodservice operators shall utilize visual and readable signages of health and safety reminders, floor markers, and protective barriers for this purpose.
7. Foodservice operators shall implement a one-way human traffic system to limit human intersection. There shall be markings on the floors indicating the directions and proper distancing to follow from the entrance to the exit point. If possible, there shall have separate entrances and exits. If there is only one door for entrance and exit, a partition must be in place.
8. Foodservice operators shall observe proper personal hygiene (e.g. clipped fingernails, observance of company-imposed personal sanitation, etc.).
9. Foodservice operators shall ensure that their personnel are provided with and are using gloves, and other sanitary equipment in preparing and serving foods.
10. Foodservice operators shall ensure the implementation of proper waste disposal. There shall be a dedicated trash bin for hazardous waste such as used facemasks.
11. Foodservice operators must engage in a clean as you work policy. Tables and chairs must be cleaned and disinfected after every use. Weekly disinfection of the facilities shall be conducted in coordination with the Agency Janitorial Services of the University.

G. CONTINGENCY PLAN FOR COVID-19 CASES

1. An emergency hotline number shall be posted in strategic areas of the facility.
2. Foodservice personnel experiencing flu-like symptoms shall not be allowed to come to work.
3. In case of suspected or confirmed COVID-19 cases, a disinfection and lockdown protocol shall be enforced.
4. Contract tracing protocols must be facilitated by the Health and Safety Officer and submit the same to the CBSUA Task Force on COVID-19 for appropriate action.

H. SANCTIONS

Cafeteria Operation

A list of clients who do not abide by this provision will be submitted for

Catering Request/s

1. The Cafeteria reserves the right to decline the application due to the following grounds (a corresponding justification/certification will be issued):
 - a. Failure to comply with the prescribed advance notice;
 - b. Failure to submit a copy of the duly accomplished and approved Purchase Request;

- c. Failure to pay the 30% advance payment, in case of private organization and individuals;
 - d. Failure to agree on the price quoted;
 - e. Lack of manpower to assist the said request due to various catering services booked on the said date;
 - f. Catering service request situated outside the campus; and
 - g. Other reasons to be given and justified by the Director.
2. Request/s from an individual/office with an outstanding account from the CBSUA Cafeteria will be subject to evaluation.

Food Stall at Business Center

All violations are subject to the following sanctions/penalties

1. First offense – verbal warning
2. Second offense – issuance of a written warning
3. Third offense – termination of the contract of lease.

Any violation by the Lessee to these policies and guidelines shall be to subject for investigation by the Business Center In-Charge and its findings and appropriate recommendations shall be submitted to the DASDM Director for review and decision.

I. EFFECTIVITY

These policies and guidelines shall take effect immediately upon approval by the CBSUA Board of Trustees. All food services rules and regulations which are inconsistent with the provisions of this policy are hereby amended and/or revoked.

PROPOSED POLICIES AND GUIDELINES IN THE OPERATION OF THE CBSUA BUSINESS CENTER (CURRENTLY BEING FOLLOWED)

1. POLICIES

3. The DASDM shall supervise the operation of the center and monitor all activities therein. For this purpose, it may enlist the assistance of the security force of the University to ensure that no illegal or prohibited activity is undertaken within the premises.
4. The business center shall be used exclusively as site for commercial stalls which shall be used for business activities by qualified tenants.
5. Each tenant shall be responsible for the construction of his commercial stall, which must conform to the design and specification provided by the university, without right of reimbursement for all expenses incurred in connection therewith.
6. All stalls, including fixtures that may cause damage to the premises when removed, shall automatically become properties of the University upon the expiration of the contract for use of store space or its termination, whichever comes earlier.
7. The duration of all contracts for use of store space shall not exceed ten (10) years.
8. Upon expiration or termination of the contract for use of store space, the stalls shall be rented to qualified applicants on a yearly basis.
9. The expiration or termination of the contract shall not discharge the tenant from all liabilities that had accrued as of the date of such expiration or termination.
10. A tenant must secure his own electrical and water service and may also provide this stall with other amenities and utilities, all of which shall be for his own account.
11. The maintenance of the cleanliness and orderliness in the CBSUA Business Center shall be the primary responsibility of the tenants.
12. Sub-leasing of stalls or transfer of rights over the stalls shall not be allowed without the prior consent of the University.
13. A tenant shall be responsible for securing the necessary permits and license that are required of the business activity that he conducts.
14. The monthly vending fee/rental shall be determined by the DASDM Director, subject to the approval of University President.
15. The vending fee/rental shall be due on or before the 5th day of the applicable month, except that of the first month which must be paid upon signing of the contract.
16. A non-refundable deposit of five thousand pesos (Php 5,000.00) must be paid upon
17. Signing of the contract. Such deposit shall be applied to last two monthly vending fees/rentals.

2. GUIDELINES

3. The DASDM, in coordination with the PPD shall prepare the lay-out of the stalls that will be constructed in the area. The PPD shall supervise all construction works. No deviation from the approved plans and specifications shall be allowed.
4. All interested parties must submit their letter of intent to the DASDM office. Evaluation of all applications shall be on a 'first come, first serve basis'.
5. Qualified applicants must execute a contract with the University within five (5) working days from receipt of notice from the DASDM office; otherwise, the award shall be deemed cancelled. Notarial expenses shall be for the account of the awardee.
6. An awardee shall be allotted an area, in accordance with the layout prepared by the DASDM, where a stall measuring five (5) meters by three and a half (3.5) meters shall be constructed. No additional permanent structure by the awardee and all his business activities must be conducted within the allotted area. An extension of two (2) meters on the front side of the stall shall be given to the awardee for space for tables and chairs, provided, that no permanent structure shall be installed therein.

7. All expenses for repairs and maintenance of the stalls shall be for the account of the tenant. However, there shall be a mandatory major repair of the stall every three years, such repairs shall be at the expense of the awardee.
8. The awardee may terminate the contract by giving a 60-day written notice to the University.
9. The University may immediately terminate the contract of use of store space/lease of stall upon the occurrence of any of the following:
 - I. Default in the payment of monthly rental/vending fee for two successive months.
 - II. Cessation of operation for at least one (1) month without prior written notice to the DASDM Office.
 - III. Failure to secure the necessary permits and licenses from the concerned agencies of the government.
 - IV. Conduct of any illegal or unauthorized activity within the leased premises.
 - V. Sub-leasing of the premises/stall without prior consent of the University.
10. Any violations of the above-mentioned policy shall be subjected to the following penalties, provided, a written reminder and warning shall be given on the first and second notice of such violations:
 2. Delay of payment. In case of failure to settle the monthly rental on the date specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.
 3. If the tenant fails to pay the liabilities that had accrued as of the date of such expiration or termination, such will not be allowed to remove their belongings unless they are fully settled. If ever they cannot pay within thirty (30) days, such items shall be forfeited in favor of the school.
 4. Non-compliance of the mandatory renovation every 3-years shall result to suspension of the University permit to operate until compliance to such requirement.
 5. If the contract was terminated without the 60-day written notice requirement, the advance deposit shall be forfeited in favor of the University.
 6. Any other violations of the University Policy shall result to suspension of their permit to operate, provided that, major violation of the University Policy will result to early termination of the contract.