

## UW-Whitewater Potluck Policy

Updated 8.26.21

### **Background and Objectives:**

UW-W Dining Services works to ensure high satisfaction with the quality and service of the dining services program. UW-W Dining Services understands the unique needs of the campus and strives to provide innovative solutions that will accommodate customers and meet the demands that fall within the guidelines of the exclusive state service contract and procurement process.

Objectives:

- To ensure that all food events on campus are both safe and enjoyable.
- To provide a decision-making tool for the proper provision of food for potluck events.
- To minimize campus liabilities in potential food borne illness outbreaks.
- To inform the campus community of the state and local health regulations concerning food safety (including preparation, storage, transporting, handling and serving). These links contain more information:
  - [https://datcp.wi.gov/Pages/Programs\\_Services/foodsafetyconsumerinformation.aspx](https://datcp.wi.gov/Pages/Programs_Services/foodsafetyconsumerinformation.aspx)
  - <http://datcp.wi.gov/food/index.aspx>
- To ensure that campus and state contracts are honored.

### **Potluck Guidelines:**

A potluck is defined as a gathering of people who may contribute a “dish to share” which is provided by the participants only to be shared amongst the designated group while adhering to the following guidelines:

- The cap of attendees is set at 70.
- The use of outside caterers is not permitted.
- The group cannot charge admittance, ask for donations, charge for the food at the event, or use this event as a fundraiser.
- The event cannot be advertised to or designed to include the general campus community or to the off campus community.
- Participation is restricted to UW-Whitewater affiliated people and groups.
- The [Alcohol Beverage Policy](#) must be followed.
- Policy for [Campus Sales and Solicitation](#) must be followed

### **COVID-19 Safety Precautions:**

- Safe food Handling guidelines as outlined in the [Guidelines for Food at Events, Meetings, or Gatherings during COVID-19](#) must be followed
  - Individual food and beverages must be prepackaged or served by a designated individual who practices **safe handling guidelines**.
  - The following safety handling guidelines are to be followed:

- If a designated individual server is needed:
  - Hand washing prior to food service and anytime individual touches a multi-touch surface or face, hair, clothing, etc.
  - Gloves to be worn by designated server
  - No shared serving utensils. Only designated individual is to handle the serving utensils.
- Individually wrapped dining utensils are to be used
- Face covering are required to be worn by all individuals at all times except when eating or drinking
- Handwashing prior to and following food service and dining

### **Notification Process:**

- Potluck events that will be held in reservable campus spaces in the University Center, Drumlin Hall and Esker Hall require the approval of the Executive Director of the University Center.
  - After the UW-W Room Reservations has received the request, they will forward on to the Executive Director of the University Center for final approval.
  - Additional follow up may be needed before approval can be finalized.
- Potlucks held outside of the University Center, Drumlin Hall and Esker Hall must be approved directly through the Executive Director of the University Center.
  - \*Angela note - maybe a Connect or Qualtrics Form I could create, thinking something with checklist and they "sign" indicated they agree/understand the guidelines listed above?
- Potlucks are not insured by UW-Whitewater. Groups should contact UW-W Risk Management for information on whether it is necessary to obtain special insurance for these events.

### **Health and Safety Procedures:**

- Perishable food must be maintained at its required temperature. Hot food must be kept at 140° or higher and cold food must be kept at 40° or lower.
  - With advanced notice, UW-W Dining Services will provide a hot cart for storage of the food for this event at no additional charge.
- No open flames are permitted with the exception of Sterno® or other chafing dish flammable fuels.
- With advanced notice, additional supplies (condiments, aprons, towels, hairnets, paper table cloths, napkins and plates, plastic tableware, etc.) may be purchased through UW-W Dining Services.
- Any leftover food must be disposed of in accordance with State of Wisconsin and University Environmental Health food safety guidelines.
  - [https://datcp.wi.gov/Pages/Programs\\_Services/foodsafetyconsumerinformation.aspx](https://datcp.wi.gov/Pages/Programs_Services/foodsafetyconsumerinformation.aspx)
  - <http://datcp.wi.gov/food/index.aspx>

### **Contact Information:**

University Center Room Reservations:

Phone: 262-472-1175

Email: [rooms@uww.edu](mailto:rooms@uww.edu)

Room: University Center, 253

UW-W Dining Services:

Leah Picardel

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Email: [picardel@uww.edu](mailto:picardel@uww.edu)

Office Location: University Center, 254

Executive Director of the University Center:

Angela Meldonian

Phone: 262-472-1656

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Office Location: University 252