



CAMPUS DINING POLICY

DATE: APRIL 20, 2011

Purpose / Rationale

This policy is intended to clearly communicate to all campus stake holders the regulations relating to serving and providing food on the Bishop's University campus and to ensure that only food prepared and served safely and that complies with all provincial regulations is available at events on campus.

Scope / Limits

The kinds of activities that this policy is intended to address include the following:

- **any food that is served/provided on campus with the exception of private dwellings, St. Mark's Chapel fellowship gatherings after their [regular services](#) or residence community living events that are held in residence;**
- **this policy is not intended to cover the Golf Course or Doolittle's convenience store.**

DEFINITIONS

- a) **"serving food"**: involving any handling, storing or preparation of food that is served to the university community
- b) **"Public"** – is considered anyone that is not an employee or student of Bishop's University.

Principles

1. **To ensure that the campus community and any events held on campus comply with all provincial regulations regarding the selling and serving of food on campus.**
2. To assist the community to understand safe food practices and how to comply.
3. The selling/serving of food on campus is limited to our campus Food Service provider. In exceptional circumstances and with the proper liability insurance and licenses another vendor may be granted the right to sell/serve food on campus on a temporary basis. **The only exceptions to this are pre-approved applications for fundraising initiatives, and potlucks.**
4. Any group/association or vendor that receives approval for providing food on campus assumes full responsibility and liability for any complaints or health problems arising from their provision of food.

PROCEDURES

1. Information about Serving Food Safely on Campus is available from Residence and Conference Services, the SRC and Student Affairs and on the dining services website.
2. The University needs to be informed as to who is serving food on campus, as well as where, what and how.
 - All who intend to serve food must submit an application, in advance of the event to allow for approval time. **See Appendix 1.**
 - Any group wishing to fundraise must follow the guidelines in **Appendix 2 of this document** entitled Details for providing food on campus for fundraising purposes.
 - Any group wishing to organize a potluck must review the guidelines in ***Organizing Potlucks on Campus* in Appendix 3 of this document.**

To ensure food being served is done so safely and complies with all provincial regulations the following must be demonstrated with the application:

- Agreement that all food will be stored and displayed according to proper health standards and according to the policy on providing food safely on campus.
- One person is identified as responsible for the safe food preparation, display and serving for the event. It is that person's responsibility to ensure all who are preparing; displaying, and serving food are made aware of safe food practices.

RESPONSIBILITIES

Processing Application Forms

1. Residence and Conference Services is the central point on campus for obtaining and submitting forms for providing food on campus.
2. For potlucks, applications must be received two weeks in advance to ensure that there is time to coordinate all necessary arrangements. Individual groups are responsible for reserving the space for their potluck according to the guidelines outlined in the document ***Organizing Potlucks on Campus.***
3. For fundraising bake sales applications must be submitted three days in advance for approval.
4. When an infraction is noticed, the opportunity will be taken to work with the event organizer to discuss/suggest a way to comply.
5. If the event organizer continues providing food without addressing the noted infraction, the organizer may be asked to stop serving that food.
6. The final decision on serving/not serving food rests with Residence and Conference Services in conjunction with Health Services.

Appendix 1

Application for Providing Food on Campus

Date Submitted:

Department/Organization:

Organizer:

Participant numbers

(potluck):

Date of event

Location of event

Details of event

I/We hereby undertake and agree to follow guidelines as outlined in the [Campus Food Policy](#). I have read and understand all guidelines and agree that I will ensure that all policies as outlined will be adhered to.

Signature

Position

Application Approved:

Yes

No

Approved by:

Title:

Date Approved:

Appendix 2

Details for providing food on campus for fundraising purposes

The Campus Dining Policy allows student organizations to raise funds by providing food on campus. Groups may provide food on a donation basis to support their organization. **The intent of this policy is to limit the variety of food that may be provided to ensure that food does not support the growth of potentially harmful organisms.** In order to ensure that food is provided safely the following guidelines must be adhered to:

1. Only groups/clubs registered with the Students' Representative Council (SRC) or who are affiliated with Bishop's University and receive authorization from Residence and Conference Services may provide food on campus.
2. A completed application to request the right to provide food on campus shall be submitted **three days** prior to the event to Residence and Conference Services.
3. Any groups/clubs that request to provide food must designate one person who will be responsible for these events. Responsibilities are outlined in this policy.
4. The requirements outlined in this policy for providing food on campus must be followed.

Preparation of Foods

1. All food to be provided on campus must be on the list of acceptable items.
2. Food provided must be in good condition and free from any spoilage and contamination.
3. Foods are to be prepared in clean, sanitary conditions.
4. All those preparing and handling food must ensure good personal hygiene is observed and that hands are washed thoroughly and frequently with anti-bacterial soap.
5. All food shall be prepared in such a way as to ensure no cross contamination that could be harmful to consumers.
6. Anyone who has open or infected sores, or who suffer from vomiting, diarrhea, fever, jaundice or throat ache with fever should abstain from handling food.
7. It is forbidden for any person afflicted with a communicable disease or for any carrier of pathogenic germs to execute work which places them in direct or indirect contact with food.
8. No **nuts** will be used in the preparation of any items that will be provided.

Responsibilities for Groups wishing to provide food

1. Please do not use any nuts, peanut butter or peanut oil in any products.
2. Ensure that food products have been prepared according to the requirements under the Preparation of foods section.
3. Ensure that all food that is stored, and displayed is protected from contamination at all times; ie food displayed must be covered (saran wrap, tongs utilized etc.).
4. Observe good personal hygiene.
5. It is the responsibility of the designated person to:
 - have received approval from the University to operate;
 - ensure that all rules and regulations are followed and deny anyone within their group to provide food if they are in violation of any of the policies outlined;
 - ensure that only approved foods are provided;
 - ensure all display areas, counters, shelves, tables and other equipment used in connection with providing food must be kept clean and in good condition;
 - post a list of all ingredients utilized.

The following list contains those items that are approved:

- cookies and squares
- doughnuts (icing or sugar only no cream filling)
- brownies
- breads and buns
- butter tarts
- Rice Krispy squares
- cupcakes (icing sugar only; no dairy or synthetic whipped cream)
- cakes (icing sugar only; no dairy or synthetic whipped cream)
- cinnamon buns (sugar icing only)
- fruit pies and pastry
- fudge
- hard candy
- muffins
- whole fruit
- whole vegetables

Any groups that would like to provide foods that are not listed above must receive prior approval from the Campus Dining Committee.

Appendix 3



Organizing Potlucks on Campus

Potlucks at Bishop's fall under the Campus Dining Policy and must conform to those guidelines as well as the following. Provincial Health Regulations do not address "potluck" food services (where individual food dishes are prepared in private homes prior to consumption at a special function). Potlucks are allowed only when the food is prepared and served by volunteers for members of their own organization at no cost and for groups to a maximum of **40 persons**. At Bishop's, this would include such private functions as departmental staff functions. **Potlucks may only be held in areas of the campus with proper facilities i.e.; fridge and stove. Areas on campus that are not available for potluck functions include the ADR, Dewhurst Dining Hall, the Gait, and Centennial Theatre. Please note that if you wish to have alcohol at your event you must apply for a *permis de réunion* at least four weeks in advance through Conference Services. If you wish to use the Cleghorn room for a potluck function any alcohol must be provided through Conference Services to ensure compliance with our permanent alcohol permit. Please note that any group hosting a potluck must return the room to its original condition and ensure the room is left clean. Any additional costs for cleanup etc. will be the responsibility of the group.**

For those departments considering a "potluck" function, the following recommendations are offered as an aid in making sure the food served is as safe as possible.

1. One person should be appointed as the food coordinator and know "who brought what" food item. This is important if there are any questions as to how the food was prepared or handled. Also, if someone with specific food allergies has questions as to ingredients, the person who prepared the food can be located quickly.
2. **Do not prepare food if:**
 - **you are ill with gastrointestinal symptoms (i.e. vomiting, diarrhea) or with a cold (i.e. coughing, sneezing) or the flu.**
 - **you have any visible open cuts or wounds**
3. Protein containing foods (e.g., meat, fish, poultry, eggs, dairy products) should be at room temperature for no more than two hours in total. This includes preparation time, travel time, and time on the table. Transporting cold food in insulated containers or keeping cooked food hot during service are two ways to cut down on the accumulated time these items are kept in the temperature "danger zone" of between 40° F (4° C) and 140 degrees F (60° C).

4. Keep cooked food very hot (greater than 140° F/ 60° C) or very cold (less than 40° F/ 4° C). This is a simple rule but very effective in preventing food poisoning. This includes meat, fish, gravies, vegetables, pasta, rice, dairy products, custards and puddings.
5. Remember that potentially hazardous food that has been left at room temperature for too long cannot necessarily be made “safe” by reheating, even to boiling temperatures. Some bacteria allowed to multiply in food at room temperature produce toxins that cannot be destroyed by reheating.
6. Investigations have shown that inadequate cooling and/or reheating of cooked food is, often, a primary cause of food poisoning outbreaks. “Cooking large amounts of food, cooling it down, and then reheating it prior to serving should be avoided” Domestic refrigerators are not capable of cooling a large amount of cooked food quickly, resulting in food being left in the “danger zone” for too long.
7. Cooling time can be shortened by dividing the food into small amounts, putting it into shallow containers, or by placing the cooking pot in an ice water bath and stirring the contents frequently.
8. Meat products must be cooked thoroughly. Meat thermometers can be used to check for “doneness”. Internal cooking temperatures should reach at least 160 degrees F for beef, veal or lamb, 170 degrees F for pork, 180 degrees F for poultry.
9. Food that contains uncooked eggs are very risky and should not be used. Meat, fish, shellfish and dairy products used in the preparation of food must be from approved commercial sources.
10. Keep food covered or otherwise protected from contamination as much as possible during display and service. Leftovers should be refrigerated as soon as possible after service, or, if this is not practical, discarded or composted. Remember that leftover food can be hazardous when left in the temperature “danger zone” for more than two hours.
11. To prevent contamination of food, WASH YOUR HANDS with anti-bacterial soap prior to handling food, after using the toilet, after covering coughs/sneezes, and after handling anything unclean. Also, make sure that all food contact surfaces and all work surfaces are clean and sanitized. Two tablespoons of bleach in a gallon of water makes a good sanitizer to use after cleaning.
12. If dishes are to be washed on the premises follow this procedure:
 - **WASH** using hot, soapy water (110 degrees F, 44 degrees C)
 - **RINSE** using hot, clear water
 - **SANITIZE** soaking for a least 30 seconds in hot, clear water to which bleach has been added (two tablespoons of bleach per gallon of water)

It is best to allow dishes to AIR DRY prior to storage.

[This document is subject to annual revision.](#)