**Third-Party Catering Vendors**

A number of departments utilize third-party catering vendors for their meeting and events. These caterers are still allowed; however, the following guidelines must be followed:

* Departments must have the caterer complete and submit the UTK Health Screening Form for Visitors prior to arriving on campus. {INSERT LINK}
* Caterers that are only delivering to a department must not enter a university building. The department contact should meet the caterer at an appropriate unloading/loading area to retrieve the food delivery. This includes personal meal deliveries from area food vendors.
* For larger catered meals, departments must ensure appropriate PPE and social distancing are practiced by the caterer. Also, no self-serve beverage or buffet lines are allowed and must adhere to all local restaurant and COVID-19 guidelines.
* Caterers should have food packaged and wrapped upon delivery. All utensils should either be individually packaged or, if bundled, should only be distributed by the designated event planner(s).
* No mobile food trucks or vendors are allowed anywhere on campus unless authorized by the Office of Senior Associate Vice Chancellor, Finance & Administration.