HEALTH AND SAFETY PROTOCOL: For ordering food for department events and clean-up afterwards

• Food Caterers must be informed ‘in advance’ of the severe food allergies
  - Any nut, shellfish, raw celery, edamame (whole, immature soybeans, also referred to as vegetable-type soybeans), mango, and the oil produced from these

• Index cards/signs need to be in place listing food items

• The group ordering the food must designate a person to clean-up area after event

• All surfaces must be wiped down with ‘Clorox Wipes’

• Group must notify Department Manager and/or Main Office who the designated person is doing the clean-up

• Designate must notify Department Manager when clean-up has been done