

# FOOD AND DRINK POLICY

Based on the changing Executive Orders and needs of the MSU community, food consumption will be allowed in campus buildings in posted designated areas. It is important for units to work with employees who need food available for medical reasons. However, keep in mind that this may pose an increased risk because it requires mask removal. Therefore, it is important to observe social distancing, follow disinfecting protocols, and spend minimal time in the room.

To meet these goals and maximize safety, the new building plan implementation will:

- Note that it is always preferable to eat outside of the building when possible.
- Designate spaces where people can eat while maintaining social distancing (alone in personal offices, building atria, break rooms, lunch rooms). These areas can only be used under strict guidelines. Breaks and meals cannot be social events.
- Identify eating spaces (rooms) on floor plans and communicate the locations with building personnel.
- Time in the shared spaces for breaks and lunch should be scheduled in advance. The name of the individual and in/out time should be recorded and such records kept and stored electronically.
- Clearly post the maximum number of people in the room at a time. (Each building should use their best judgment in developing a maximum number per room, e.g., 1 person per room unless the room is greater than 150 sqft).
- Post signs indicating that masks must be worn in the room when not eating.
- Allow the use of refrigerators and microwave ovens. Microwave use should be limited. If it must be used, it must be tightly controlled so that no one is waiting in eating space for food to warm. Microwaves might be kept in a separate location where masks are required and social distancing can be practiced. Building leadership will monitor this closely.
- Everyone should bring and remove all personal supplies for eating.
- Require that the space be disinfected by the user before and after use, and the disinfection should follow EPA approved guidelines (70% alcohol for 5 min; Sani-wipes for 3 min). Disinfectants and wipes should be present in the room.
- Snacks and community food to share should not be brought to work during this pandemic period.
- If needed, conference rooms can be repurposed and used as lunch/break rooms solely, and should not be used for meeting purposes

We appreciate your feedback and support of these changes. As we move through this everchanging landscape, we will continue to update information and plans/procedures based on current information and policies.