



## City of Phoenix

Rebecca Enlow Valentine  
16635 N. 51<sup>st</sup> Ave.  
Glendale, AZ 85306

March 23, 2021

RE: Neighborhood Outreach Enrollment  
Dear Ms. Valentine,

Thank you for communicating with our team regarding your planned activity of Neighborhood Outreach Enrollment Event on April 17, 2021. Under normal conditions the City of Phoenix would not be involved in a "special event" like this however, during this pandemic the Governor's Executive Order 2020-43 authorizes the City of Phoenix to approve "public event" greater than 50 people if the plan is to implement "adequate safety precautions."

It should be clearly understood that approval does not mean your guests, or your staff, are not at risk from the COVID-19 pandemic. There is no pathway we could outline that would establish with 100% certainty that no one will contract the virus. Additionally, the City of Phoenix accepts no liability, and offers no indemnification, for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.

Our understanding of the event is as follows:

- Total attendance for the event is 300; attendees will be limited to 50 at a time
- A minimum of 10 staff will enforce all social distancing guidelines for the event
- Food trucks will be onsite and social distancing will be enforced for queues to get food
- Attendees will have their temperature taken and answer a health screening questionnaire before entering
- Staff will take a healthcare questionnaire prior to the event
- Restroom facilities will be cleaned at minimum hourly
- Signage will be used to enforce social distancing when queues are present for vendors and food trucks
- Only cashless payments are permitted at the event

In addition to the above, we require the following stipulations:

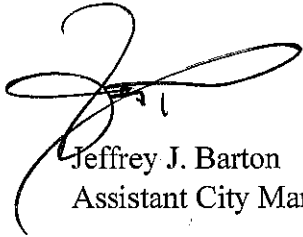
- Spacing of the vendor booth at a minimum of 6 feet apart
- Cleaning and disinfectant products should be approved by the EPA and listed on List N provided by the EPA
- Include in your health screening questionnaire a question asking if the individual is currently awaiting the results of a COVID-19 test
- Include additional hand sanitizing stations through the event for attendees
- Ensure an eating area adjacent to the food trucks is dedicated for attendees to eat and ensure appropriate social distancing between individuals while in the eating area
- Require performers to wear masks during demonstrations

- Ensure the number of attendees within any exhibit booth be limited to no more than 6 people from the same household in order to prevent overcrowding

The City of Phoenix is approving the event scheduled for April 17, 2021. While we are approving your submitted plan we reserve the right to re-evaluate that approval if there is evidence that you are not complying with the protocols set forth in your plan or if there is a sudden and dramatic increase in the COVID-19 infection rates within our community.

The COVID-19 Operational Protocols that you are required to implement and enforce will be posted on the City's website and a copy will be submitted to the Arizona Department of Health Services in accordance with Executive Order 2020-59 issued by the Governor on December 2, 2020.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey J. Barton', with a large, stylized flourish extending to the left.

Jeffrey J. Barton  
Assistant City Manager



# City of Phoenix

## Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event's COVID-19 practices and procedures. This application is intended to provide insight into the event, and it's planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This application does not replace any other event permit application required by any other agency/department. If this application is approved the event must still submit for and obtain all necessary event permits and licenses. This application provides no guarantee the event can be held. See attached

Event Information			
Name of Event	Neighborhood Outreach Enrollment Event		
Event Address	16635 N 51st Ave, Glendale 85306	Stationary Event? <input checked="" type="checkbox"/> Moving? (parade, etc) <input type="checkbox"/>	
Name of Venue	Self Development Academy Glendale		
Date(s)/Time of Operation	Start Date 04/17/2021	End Date to 4/17/2021	Start Time 9:00am
			End Time to 1:00pm
Contact Familiar with COVID Procedures & Plans	Name Rebecca Enlow Valentine	Phone 4802150206	
Contact Email	rebeccapluschris@gmail.com		
Attendance	Anticipated Number of Attendees 300	Public Event <input checked="" type="checkbox"/> Private Event <input type="checkbox"/>	Open to All? <input checked="" type="checkbox"/> Ticket-RSVP? <input type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input type="checkbox"/>		
	Provide plan for temperature checks for attendees. See attached <input type="checkbox"/>		
Plan and Layout	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input type="checkbox"/>		
Venue Details	Square Footage of Event Space: 8 acres		
	Indoor <input type="checkbox"/>	Outdoor <input checked="" type="checkbox"/>	Both <input type="checkbox"/>
Arrangement	Seating <input type="checkbox"/>	Standing <input checked="" type="checkbox"/>	Reception <input type="checkbox"/> Booths <input type="checkbox"/> Other <input type="checkbox"/>
Occupant Load	Maximum Occupants with No Restrictions All participants must follow restrictions	Social Distancing Occupant Load 500 people	
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input type="checkbox"/>		
	Event Security?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input type="checkbox"/>		
Cleaning and Disinfection Product(s) EPA approved against COVID-19?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples. See attached <input type="checkbox"/>			
Outside Vendor Providing Cleaning & Disinfection Service?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771

For more information visit [www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)

Phoenix Fire Department - Fire Prevention Section

150 S 12<sup>th</sup> St Phoenix, AZ 85034 - 602-262-6771



# City of Phoenix

If yes, provide company information (Name, address, phone, contact, email):	
<b>Food Service</b>	<b>On-Site Preparation?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>Consumption on-site?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input checked="" type="checkbox"/>
<b>Seating for Food Consumption?</b>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?	<b>Public Water Stations Provided?</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?
<b>Restroom Facilities</b>	Existing/Built-In <input checked="" type="checkbox"/> Portable <input type="checkbox"/>
	How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input checked="" type="checkbox"/>
<b>Merchandise &amp; Payments</b>	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input checked="" type="checkbox"/>
	<b>Ticket Sales on Site?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Ticket Scanning at Entrance?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Queue lines for Scanning</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Ticket sales available prior to event?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Event Staff</b>	What process is in place for symptom and temperature checks prior to start of shift?
	What training has staff received on all COVID safety protocols? Consider using <a href="#">Interim Guidance for Businesses and Employers</a> as a guide. See attached <input checked="" type="checkbox"/>
<b>Transportation</b>	<b>Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> How is the promoter recommending attendees to arrive to and from the event?
	How is cleaning in accordance with CDC guidelines, being achieved? See attached <input type="checkbox"/>
<b>Attachments</b>	The following attachments are required as part of this resume. <ul style="list-style-type: none"> <li>Social Distancing Plan</li> <li>Event Layout (include all seating and food areas)</li> <li>Barriers/Security/Que Line Plan</li> <li>Cleaning &amp; Disinfection Plan for all Touchpoints and Surfaces</li> <li>Samples of COVID Safety Signage &amp; Messages (include mask requirements)</li> <li>Food Service Preparation &amp; Service Plan</li> <li>Handwashing/Sanitation Plan</li> <li>Physical barriers for Points of Sale Plan</li> <li>Event Staff Shift Checks</li> <li>Transportation Cleaning &amp; Disinfecting Plan</li> </ul>

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 Phoenix Fire Department - Fire Prevention Section  
 150 S 12<sup>th</sup> St Phoenix, AZ 85034 - 602-262-6771

Self Development Academy Glendale

COVID Mitigation Plan for Neighborhood Outreach Enrollment Event

Saturday, April 17, 2021

16635 N. 51<sup>st</sup> Avenue, Glendale, AZ 85306

Self Development Academy Glendale is hosting a socially distanced neighborhood outreach enrollment event on our school grounds on April 17, 2021 from 9am to 1pm. It will be an opportunity for local businesses to get to know us and for new potential families to learn more about our program offerings. Vendors will be setup in 10x10 booths, with a minimum of 6 feet between each neighboring booth.

Below are the details of our event and our COVID Mitigation Plan. Attached you will also find the site map.

- Event is 9:00am to 1:00pm on April 17<sup>th</sup>
- Staffing:
  - There will be 10 staff on duty
  - All staff will be wearing masks and gloves at all times
  - All staff will be given a health screening beforehand (temperature check and health questionnaire)
- Restrooms are available on site. Restrooms will be cleaned and sanitized before and after the event, and cleaned every hour throughout the event.
- Attendees must be wearing masks at all times (no gator styles, vented styles or masks with valves). Staff will be enforcing the mask and social distancing policy as they walk the site.
- Signage will be in place to remind attendees of mask and social distancing policy.
- Signage will designate one way traffic through individual rows of vendors.
- Food trucks will be onsite for attendees to purchase food.
- Lines will be setup with 6 foot markers and barriers to allow for social distancing.
- Point of Sale area will be wiped down between guests and staff will be wearing masks and gloves.
- Arrows will be marked on the ground to direct flow of walking traffic so that everyone walks down aisles in the same direction.

## Social Distancing

- Signs will be in place to remind patrons to maintain 6 feet of social distance.
- Arrows will be placed among the vendors to direct traffic in one direction.
- Staff will be enforcing the mask and social distancing policy as they walk the site.
- Anyone failing to follow the rules will be asked to vacate.
- We will be taking temperatures of attendees and asking health questions as they come through check-in
- Each booth will be at minimum 6 feet away from every other booth.
- We will have a performance area for karate and dance demonstrations, marks on the ground around the area will indicate 6 foot distancing.

## Barriers/Security

- Food lines will be setup with 6 foot markers and barriers to allow for social distancing.
- Arrows will be marked on the ground to direct flow of walking traffic so that everyone walks down aisles in the same direction.

## Cleaning and Disinfection

- Point of Sale area will be wiped down between guests and staff will be wearing masks and gloves.
- Each vendor booth will have hand sanitizer at their station available to customers.

## Food Service

- Point of Sale area will be wiped down between guests.
- Staff will be wearing masks, gloves and using hand sanitizer.
- Proper hand washing and use of hand sanitizer prior to eating will be encouraged.
- Disposable plates and utensils will be used.

## Restroom Facilities

- Two hand sanitizer stations will be setup, one near the restrooms and one near the rear of the event space.
- Restrooms will be cleaned and sanitized a minimum once per hour, or more frequently as needed.
- Signs will be in the restrooms reminding patrons to leave their masks on while in the restroom.

## Merchandise & Payments

- Point of Sale area will be wiped down between guests and staff will be wearing masks and gloves.
- Cashless payments only.

## Event Staff

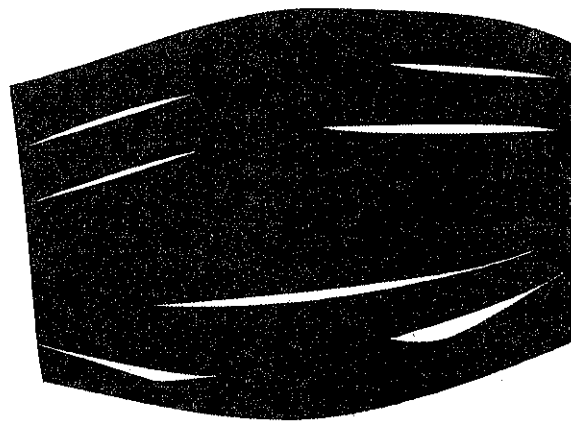
- Staff will be given temperature checks upon arrival
- Below is the health questionnaire given to staff upon arrival, if the answer is “yes” to any question or if they present with a fever, they will be sent home.
  - Do you or anyone in your household have new onset of respiratory symptoms?
  - Have you or anyone in your household had a temperature of 100.0F in the past 14 days?
  - Do you have symptoms of diarrhea, chills, or rigors?
  - Do you have loss of taste or smell?
  - In the past 14 days, have you been exposed to someone with known or suspected COVID-19? Symptoms of COVID-19 include fevers, chills, shortness of breath, muscle aches, fatigue, runny nose, nasal congestion, sore throat, nausea, diarrhea, and loss of taste or smell.





# **FACE COVERING REQUIRED**

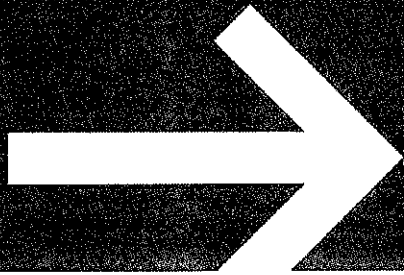
Face coverings may be removed while actively eating or drinking.



No gator style masks,  
vented masks or masks  
with valves



**PLEASE  
STAND HERE**

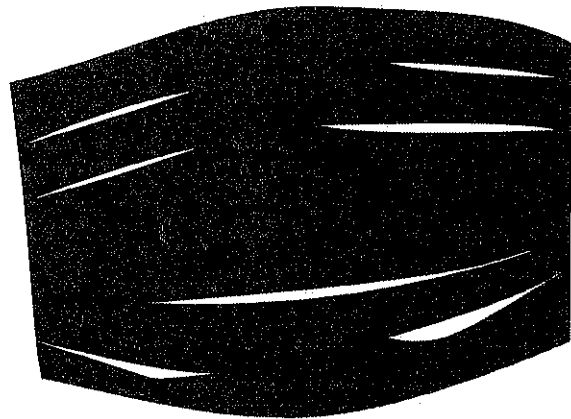


**MIND YOUR DISTANCE!**



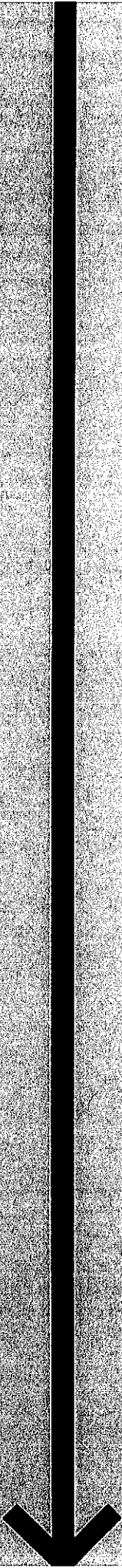
# **FACE COVERING REQUIRED**

**Please remember to  
keep mask on at all  
times, including in the  
restrooms.**



**No gator style masks,  
vented masks or masks  
with valves**





**SOCIAL  
DISTANCING  
DINEEFFECT**







**STAY 6 FEET APART AT ALL TIMES**









-  Check In/Entrance
-  Exit
-  Vendor Booths
-  Food Truck
-  Hand Sanitizing Station
-  Performance Area



