



City of Phoenix
OFFICE OF THE CITY MANAGER

Rebecca Enlow Valentine
16635 M/ 51st Ave.
Glendale, AZ 85306

March 9, 2021

RE: Outdoor Family Movie Night

Dear Ms. Valentine,

Thank you for communicating with our team regarding your planned activity of Outdoor Family Movie Night on March 27, 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 follow:

- Capacity at 150
- Pod seating
- Pods are spaced 6 feet apart
- Families limited to 5
- Ability to pre-order concessions
- Mask will be worn at all times except when actively eating or drinking
- Signage will be posted for social distancing and wearing masks

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

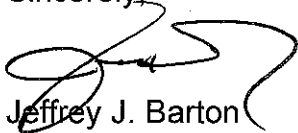
- Health screening should include temperature checks and health questionnaire for staff and attendees prior to entry to the event
- Place signage in the restrooms to remind the continue wearing their masks

The City of Phoenix is approving the event scheduled for March 27, 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 right.

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	Outdoor Family Movie Night			
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 03/27/2021	End Date to 3/27/2021	Start Time 5:00pm	End Time to 9:00pm
Contact Familiar with COVID Procedures & Plans	Name Rebecca Enlow Valentine	Phone 4802150206		
Contact Email	rebeccapluschris@gmail.com			
Attendance	Anticipated Number of Attendees 150	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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Standing <input 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 checked="" 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 checked="" 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 checked="" 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
 Phoenix Fire Department - Fire Prevention Section
 150 S 12th St Phoenix, AZ 85034 - 602-262-6771



City of Phoenix

If yes, provide company information (Name, address, phone, contact, email):													
Food Service	On-Site Preparation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Consumption on-site? 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"/>												
Seating for Food Consumption?	Public Water Stations Provided?												
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?												
Restroom Facilities	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"/>												
Merchandise & Payments	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input checked="" type="checkbox"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Ticket Sales on Site?</td> <td style="width: 25%;">Yes <input type="checkbox"/></td> <td style="width: 25%;">No <input checked="" type="checkbox"/></td> </tr> <tr> <td>Ticket Scanning at Entrance?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Queue lines for Scanning</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Ticket sales available prior to event?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Ticket Sales on Site?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Ticket Scanning at Entrance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Queue lines for Scanning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ticket sales available prior to event?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Event Staff	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 <u>Interim Guidance for Businesses and Employers</u> as a guide. See attached <input checked="" type="checkbox"/>												
Transportation	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? 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"/>												
Attachments	The following attachments are required as part of this resume. <ul style="list-style-type: none"> Social Distancing Plan Event Layout (include all seating and food areas) Barriers/Security/Que Line Plan Cleaning & Disinfection Plan for all Touchpoints and Surfaces Samples of COVID Safety Signage & Messages (include mask requirements) Food Service Preparation & Service Plan Handwashing/Sanitation Plan Physical barriers for Points of Sale Plan Event Staff Shift Checks Transportation Cleaning & Disinfecting Plan 												

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 150 S 12th St Phoenix, AZ 85034 - 602-262-6771

Self Development Academy Glendale

COVID Mitigation Plan for Family Movie Night

Saturday, March 27, 2021

16635 N. 51st Avenue, Glendale, AZ 85306

Self Development Academy Glendale is hosting a socially distanced Family Movie night in our school parking lot on March 27, 2021 from 5pm to 9pm.

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

- Event is 5:00pm to 9:00pm on March 27th
- Staffing:
 - There will be 6 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)
- Attendee Pre-registration is recommended.
- Restrooms are available on site. Restrooms will be cleaned and sanitized before and after the event.
- Attendees must be wearing masks at all times. 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.
- Families will be assigned a taped off space for them to setup lawn chairs to watch the movie. Each space will be at minimum 6 feet away from each other.
- Concessions can be pre-ordered with registration. Concessions will be sold at the back of the parking lot.
- Lines will be setup with 6 foot markers and barriers to allow for social distancing. Staff will dismiss small groups before the movie starts to pick up their concessions, to avoid a large number of people congregating at the concession area at once. Once food items are purchased, guests will be asked to return to their designated seating spot to consume food.
- 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.
- At check in, each car will be handed a trash bag to manage any individual trash and temperatures taken while attendees are in their vehicle.
- At the end of the movie, the attendees will leave and the staff will clean up the area if needed.

Social Distancing

- Families will be assigned a taped off parking space for them to setup lawn chairs to watch the movie. Each space will be at minimum 6 feet away from each other.
- 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.

Barriers/Security

- Lines will be setup with 6 foot markers and barriers to allow for social distancing. Staff will dismiss small groups before the movie starts to pick up their concessions, to avoid a large number of people congregating at the concession area at once. Once food items are purchased, guests will be asked to return to their designated seating spot to consume food.
- 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.

Food Service

- Point of Sale area will be wiped down between guests and staff will be wearing masks and gloves.
- Guests will not be permitted to consume food or beverages outside of their designated socially distanced pod/spot.
- Proper hand washing and use of hand sanitizer prior to eating will be encouraged.

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.

Merchandise & Payments

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

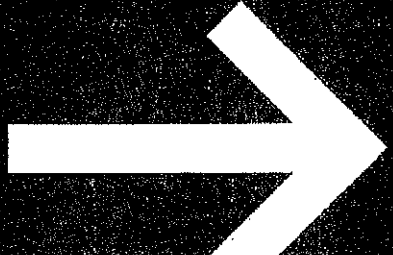
Event Staff

- We will not be taking attendee temperatures
- 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.






**PLEASE
STAND HERE**



MIND YOUR DISTANCE!



SOCIAL DISTANCING IN EFFECT

STAY 6 FEET APART AT ALL TIMES

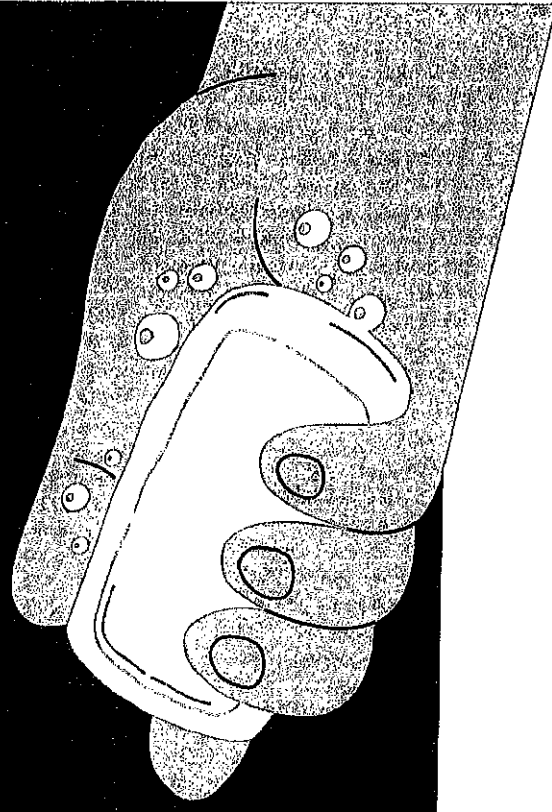


Apply, Rub, and Dry for 30
seconds!



#StopTheSpread

Use soap and water for
at least **20 seconds**



Source: World Health Organization

