



## City of Phoenix

Patricia Hollerbach  
2525 N. 3<sup>rd</sup> St.  
Phoenix, AZ 85004

March 23, 2021

RE: Taste of St. Mary's  
Dear Ms. Hollerbach,

Thank you for communicating with our team regarding your planned activity of Taste of St. Mary's 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 150 and will be limited to only those invited by the host organization
- A minimum of 12 security and staff will enforce all social distancing guidelines for the event
- Attendees will be given a temperature check prior to entering
- A patron agreement will be sent along with each ticket to communicate social distancing and other event guidelines
- Hand sanitizing stations will be provided throughout the event
- Any queues for event food or beverage stations will include social distancing signage
- Cleaning of restrooms and other high touch areas throughout the event
- All food will be prepackaged and served in disposable containers
- The event will have ticketless entrance

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

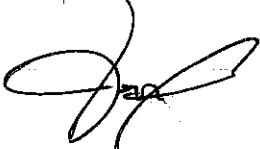
- In addition to temperature checks attendees should the answer the CDC symptom/exposure questionnaire
- Cleaning and disinfectant products should be approved by the EPA and listed on List N provided by the EPA
- Ensure social distancing at the raffle tables to avoid crowding
- Do not allow attendees to handle raffle items

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.

Your event is approved, noting that you may not have alcohol at your event without an approved Special Event Liquor License. To apply for a liquor license, you must submit your application and a copy of this letter to the License Services Office at least 60 days prior to your event. Approval by the Phoenix City Council and approval and issuance of the license by the Arizona Department of Liquor Licenses and Control will be required before you can have alcohol at your event. Please contact License Services at 602.262.4638 for additional information.

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 'J. Barton', with a large, stylized flourish extending from the end of the signature.

Jeffrey J. Barton  
Assistant City Manager



# City of Phoenix

## Special Event COVID Pre-Check

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

Event Information			
Name of Event	A Taste of Saint Mary's		
Event Address	2525 N 3rd Street	Stationary Event? <input checked="" type="checkbox"/>	Moving? (parade, etc) <input type="checkbox"/>
Name of Venue	Saint Mary's Roman Catholic High School		
Date(s)/Time of Operation	Start Date 4-17-2021 to	End Date 4-17-2021	Start Time 3PM to End Time 9PM
Contact Familiar with COVID Procedures & Plans	Name Patricia Hollerbach	Phone 482-510-1705	
Contact Email	phollerbach@smknights.org		
Attendance	Anticipated Number of Attendees 150	Public Event <input type="checkbox"/>	Private Event <input checked="" type="checkbox"/> Open to All? <input type="checkbox"/> Ticket-RSVP? <input checked="" 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 checked="" 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: 50,000sqft Indoor <input type="checkbox"/> Outdoor <input checked="" type="checkbox"/> Both <input type="checkbox"/>		
Arrangement	Seating <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Reception <input type="checkbox"/> Booths <input type="checkbox"/> Other _____		
Occupant Load	Maximum Occupants with No Restrictions 150: 150 attendees, 30 crew, security, volunteers	Social Distancing Occupant Load ← same	
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 checked="" type="checkbox"/> No <input 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"/>		

Precheck may be faxed to 602-495-0783, submitted in person weekdays 8 am to 5 pm at the address below, emailed to [liquor@phoenix.gov](mailto:liquor@phoenix.gov) or mailed to the address below. For more information visit [www.phoenix.gov](http://www.phoenix.gov)

City Clerk Department | License Services  
200 W. Washington, 1st Floor, Phoenix, AZ 85003 | 602-262-4638



# City of Phoenix

<b>Outside Vendor Providing Cleaning &amp; Disinfection Service?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide company information (Name, address, phone, contact, email): _____	
<b>Food Service</b>	<b>On-Site Preparation?</b> Yes <input checked="" type="checkbox"/> No <input 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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many? <u>150</u>	<b>Public Water Stations Provided?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many? _____
<b>Restroom Facilities</b>	<b>Existing/Built-In</b> <input checked="" type="checkbox"/> <b>Portable</b> <input type="checkbox"/>
	<b>How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms?</b> See attached <input checked="" type="checkbox"/>
<b>Merchandise &amp; Payments</b>	<b>Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales?</b> See attached <input checked="" type="checkbox"/>
	<b>Ticket Sales on Site?</b> Yes <input 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 checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Event Staff</b>	<b>What process is in place for symptom and temperature checks prior to start of shift?</b>
	<b>What training has staff received on all COVID safety protocols?</b> 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? _____
	<b>How is cleaning in accordance with CDC guidelines, being achieved?</b> See attached <input checked="" type="checkbox"/>
<b>Attachments</b>	The following attachments are required as part of this resume.
	<input type="checkbox"/> <b>Social Distancing Plan</b>
	<input type="checkbox"/> <b>Event Layout (include all seating and food areas)</b>
	<input type="checkbox"/> <b>Barriers/Security/Que Line Plan</b>
	<input type="checkbox"/> <b>Cleaning &amp; Disinfection Plan for all Touchpoints and Surfaces</b>
	<input type="checkbox"/> <b>Samples of COVID Safety Signage &amp; Messages (include mask requirements)</b>
	<input type="checkbox"/> <b>Food Service Preparation &amp; Service Plan</b>
	<input type="checkbox"/> <b>Handwashing/Sanitation Plan</b>
	<input type="checkbox"/> <b>Physical barriers for Points of Sale Plan</b>
	<input type="checkbox"/> <b>Event Staff Shift Checks</b>
<input type="checkbox"/> <b>Transportation Cleaning &amp; Disinfecting Plan</b>	

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March 12, 2021

City of Phoenix  
200 West Washington Street  
Phoenix, AZ 85003

Dear Members of the Committee:

Thank you for this opportunity to apply for an exemption from the current gathering limit of 50 attendees. Saint Mary's Roman Catholic High School is committed to finding a safe way to host an outdoor fundraising event for both our school and community (student's parents). As such, we make this application to host our annual Taste of Saint Mary's – an event to help raise funds we so desperately need at this time – in our socially-distanced courtyard on Saturday, April 17<sup>th</sup>, 2021 at the Saint Mary's Roman Catholic High School campus. We hope the materials attached demonstrate both our recent success in creating such events (in-person learning, as a school) and a roadmap that would allow us to safely host this event during the time of the Covid-19 virus.

The square footage of our courtyard is approximately 50,000 square feet, which offers the possibility of housing 30- and 60-inch round tables for dining seating, a bar area, a food service area, and DJ area. We will seat and serve a maximum of 150 guests while still allowing for generous social distancing, as outlined in the attached seating map. We will have pre-assigned tables, with no more than 6 attendees at each table. Our DJ will only provide music – no designated dance space will be provided – we are discouraging gatherings. We will offer self-parking in the already existing parking lot adjacent to Saint Mary's Roman Catholic High School.

We see the experience we are trying to create as comparable to outdoor dining at Phoenix restaurants, which reopened to the public on May 11 and remain open now. In fact, we not only plan to recreate a restaurant environment, we plan to go even further that restaurants have for the sake of public safety. We will screen the temperatures of all staff and guests, strictly enforce social distancing, require the use of face coverings (over both mouth and nose) except when eating/drinking, and employ an already existing food handler to handle the food (cafeteria manager of Saint Mary's Roman Catholic High School). We will utilize outdoor bars with signage and barriers to ensure proper social distancing, and

utilize our indoor restroom facilities, which we service regularly as part of our ongoing commitment to safety.

#### **SOCIAL DISTANCING PLAN:**

##### **Purpose**

Develop a robust communication strategy and schedule that regularly informs all parties, including but not limited to, employees, attendees, volunteers, and vendors of new measures being taken at Saint Mary's Roman Catholic High School to protect their wellness and safety as well as properly set expectations for what the new experience will be. Ensure all COVID-19 related policies and procedures are thoroughly communicated across all marketing channels to reach attendees, vendors, volunteers, and employees and ensure that their safety in returning to the annual event is of the utmost importance.

##### **Recommended Procedures**

**Primary Point of Contact:** Patricia Hollerbach, Event Coordinator

1. Develop and distribute patron-facing communications regarding COVID-19 protocols.
  - Ensure documentation of verbal or written confirmation of patron agreement with primary protocols (temperature screening, mask wearing, social distancing) when purchasing tickets on website. Include information about our flexible refund policy to encourage them to stay home if they or a member in their group is ill.
  - To reduce lines at time of check in, we will require e-tickets, delivered to their mobile phones. Only patrons without smartphones will be issued printed tickets or will need to register on site at A Taste of Saint Mary's.
  - Develop email confirming ticket purchase and outlining COVID-19 protocols, including enhanced cleaning and disinfecting protocols and procedures, how to properly wear masks, temperature screening, social distancing, health signs of COVID-19 that would indicate they should stay home, and noting our flexible refund policy – to be included with confirmation of ticket purchase.
  - Create a script reminding attendees that masks are required to be worn over the nose and mouth, and to maintain 6 feet of social distance at all times, to be read by our DJ pre-show and during the event and to be enforced by volunteers and staff at the event.
  - Create signage to support COVID-19 protocols:
    - Masks required (showing proper positioning over nose and mouth)
    - Maintain social distancing of at least 6 feet
    - Wash hands 20 seconds with soap
    - Social distance markers
    - Temperature screening checkpoint locations

#### **SECURITY PLAN:**

##### **Purpose**

Establish specific protocols for attendees at our outdoor event that promotes safe and proper distancing, hygiene, personal safety, and help eliminate any liquor law violations.

### **Recommended Procedures**

**Primary point of contact:** Anthony Cacho, Head of Security (employed by Saint Mary's)

1. Security will be staged at all entrances and exits to ensure no liquor law violations take place.
  - a. No alcohol will be allowed into the event or leave the event.
2. Security will be communicated with in regards to all our COVID-19 protocols and procedures
3. Security will be clearly identified by uniforms.
  - a. We will have 1 primary security guard along with 12 additional volunteers.
    - i. All will be identified by uniform, over the age of 21, and not taking any action in drinking during the event.

### **CLEANING & DISINFECTION PLAN FOR ALL TOUCHPOINTS & SURFACES:**

#### **Purpose**

Establish new practices and procedures related to the cleaning and disinfecting of our annual community event, as well as our existing bathrooms, in response to recommendations provided by public health organizations.

### **Recommended Procedures**

**Primary point of contact:** Lisa Sanchez, Director of Maintenance

1. We have established new operating procedures related to cleaning and disinfecting equipment and spaces based on CDC guidelines and OSHA regulations that impact both our outdoor event and existing indoor bathroom facilities.
2. We only use EPA and CDC approved disinfectants, specifically proven effective against COVID-19
3. We will ensure adequate COVID-19 approved disinfectant spray is available to staff and custodial.
4. Clean, disinfect and refill 8 touchless hand sanitizer stations as needed:
  - Entrance 1
  - Entrance 2
  - Registration/ID Check
  - Bar Area
  - Silent Auction/Raffle tables
  - DJ Area
  - Food Distribution Tables (2)
5. In addition to regular custodial cleaning responsibilities, clean/disinfect the following high touch areas daily using COVID-19 approved disinfecting cleaners and hand sprayers in RESTROOM in an already existing building, and the following:
  - Bathrooms (use of disinfectant spray on toilets, stall walls and counters)
  - Trash can lids, light switches, doorknobs/handles
  - Counters, tables, chairs, benches

- Sinks, water bottle filler units
6. We will deliver training to custodial staff on revisions to practice and procedures, including rotation and frequency, application of products, use of equipment, and more.

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1. AFTER EATING/DRINKING:
  - a. All utensils, plate ware, glasses will all be disposable in trash bins stationed all around the courtyard
  - b. If anything is left behind by attendees, custodial workers will be wearing gloves to place in the trash bins.
    - i. Lisa will instruct on how to access the dumpsters
  - c. Clean, disinfect and refill touchless hand sanitizer stations as needed

**SAMPLES OF COVID SAFETY & SIGNAGE & MESSAGES (INCLUDE MASK REQUIREMENTS)**

**Purpose**

To remind attendees, volunteers, workers, and staff of face coverings, handwashing, social-distancing, temperature screening, and symptoms.

Face coverings required signage (with proper usage): placed throughout the courtyard, entrance, and parking lot



Handwashing reminders: decals to be placed at all sinks (outdoor handwashing stations, and restroom)





Social distancing reminders: to be placed anywhere lines might form (entrance check-in, bar line, temperature check, restroom) and along the one-way traffic walkways.



Temperature screening: standing signage to be placed in the parking lot and proximate to the temperature screening checkpoint (event entrances):



#### FOOD SERVICE PREPARATION & SERVICE PLAN:

##### Purpose

Offer a safe and socially distanced food and beverage service in and outdoor event/venue.

## **Recommended Procedures**

**Primary point of contact:** Chris Rideau, Director of Food Services

1. To reduce lines, all food will be readily available at the food station, lines will be marked with signage to ensure social distancing while waiting.
  - Food tables will be pre-assigned and will be released by table to get their food from food tables (pre-packaged)
  - Food tables will also have no more than 6 per table
2. For bar lines, lines will be marked with signage to ensure social distancing while waiting.
3. Custodial staff and volunteers will be masked and always gloved.
4. Food will be prepared in a kitchen located onsite at Saint Mary's Roman Catholic High School facility that complies with all AZ Department of Health Services regulations.
5. Food and bar staff will follow these CDC guidelines for COVID-19 related cleaning and disinfection:
  - a. Food and beverage staff will clean and disinfect frequently touched surfaces (work stations, sink handles) at much as possible and as required by food safety requirements. Shared objects will be cleaned and disinfected between each use.
  - b. Food preparation staff will wash, rinse, and sanitize food contact surfaces with an EPA approved food contact surface sanitizer.
  - c. Food and beverage staff will use gloves when removing garbage bags or handling and disposing of trash, and wash hands after removing gloves.
  - d. Food and beverage staff will be utilizing disposable food and drink service items for the outdoor event.
  - e. We will not permit the use of food and beverage utensils and containers brought in by attendees.

## **HAND WASHING/SANITATION PLAN:**

### **Purpose**

Display new practices and procedures related to the cleaning and disinfecting of our annual community event, as well as our existing bathrooms, in response to recommendations provided by public health organizations.

## **Recommended Procedures**

**Primary point of contact:** Lisa Sanchez, Director of Maintenance

1. Handwashing signs will be placed in restrooms.
  - a. Look at signage in the COVID SAFETY SIGNAGE section
2. Food and bar staff will follow CDC guidelines for COVID-19 related to handwashing and sanitation:
  - a. Food and beverage staff will clean and disinfect frequently touched surfaces (work stations, sink handles) at much as possible and as required by food safety requirements. Shared objects will be cleaned and disinfected between each use.

- b. Food preparation staff will wash, rinse, and sanitize food contact surfaces with an EPA approved food contact surface sanitizer.
    - c. Food and beverage staff will use gloves when removing garbage bags or handling and disposing of trash, and wash hands after removing gloves.
    - d. Food and beverage staff will be utilizing disposable food and drink service items for the outdoor event.
  3. At the conclusion of the event, all volunteers, workers, etc will follow strict CDC protocols.
    - a. Clean and disinfect all the following:
      - Bathrooms (use of disinfectant spray on toilets, stall walls and counters)
      - Trash can lids, light switches, doorknobs/handles
      - Counters, tables, chairs, benches
      - Sinks, water bottle filler units
  4. At the conclusion of the event, all food and bar service workers will follow strict CDC protocols.
    - a. Clean and disinfect all the following:
      - Work stations
      - Tables, countertops
      - Utensils
      - Dispose of all disposables (napkins, plate ware, utensils, drinkware)

#### **PHYSICAL BARRIERS FOR POINTS OF SALE:**

We will not be having anything for sale at this annual outdoor charity event/fundraiser.

1. All tickets will be either delivered to their smart phones or emailed and to be printed at home.
2. The ticket purchase includes food and beverage
3. At the time of ticket purchase (online) they are invited to prepurchase their raffle tickets and look at silent auction items online or on their smart phone devices.
  - If they wish to keep bidding that will be done on their smart phones
  - If they do not have a smart device they can go to our volunteer at that station and their bid will be placed for them with contactless payment system (their credit card will already be on file – Credit cards will be on file in order to purchase a ticket for this reason).

#### **EVENT STAFF SHIFT CHECKS:**

##### **Purpose**

To ensure proper cleanliness and quality for the safety of ourselves and community during this pandemic of COVID-19.

**Point of contact:** RoxAnn Placencia, Director of Development/Event Coordinator

1. Will communicate with all of the point of contacts to ensure all stations are overseen at various times and frequently

- Stations include but not limited are: food service area, bar areas, entrances/exits, restrooms, courtyard, dj area, raffle/auction area, and others
2. A sheet with time(s) will be given to each point of contact at the beginning of each shift.
  3. A sheet will be displayed to show the frequency of cleanliness.
    - To be signed every 30 minutes to ensure all areas are up to CDC standards.

**TRANSPORTATION CLEANING & DISINFECTING PLAN:**

We will not be providing any transportation for this annual outdoor charity event/fundraiser.

Celesta Hall

Food service tables

6 FT 6 FT 6 FT 6 FT

60 IN

30 IN

60 IN

Bar #2

6 FT 6 FT

6 FT

6 FT

Nevin Hall

Bar #1

CEA/Fund for All Display

6 FT

30 IN

30 IN

30 IN

STAGE

Corn Hole



Bathrooms

Boal Gymnasium



Bathrooms

Silent auction/ raffle

Blaise Hall

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

6 FT

Check-in & Registration

Entrance 1 & Temp Check

Entrance 2 & temp check

# A Taste of St. Mary's April 17, 2021