



City of Phoenix
OFFICE OF THE CITY MANAGER

Desert Botanical Garden
Tammy Wallace
1201 N. Galvin Pkwy
Phoenix, AZ 85008

February 9, 2021

RE: Spring 2021 Plant Sale

Dear Ms. Wallace,

Thank you for communicating with our team regarding your planned activity of Spring 2021 Plant Sale on March 18-28, 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 for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.

The entity responsible attests to having appropriate insurance in place for the event and shall defend, indemnify, and hold harmless the City of Phoenix for any claim, damage, or harm arising out of this approved event, specifically the spread or contracting of any communicable disease, including COVID 19.

Our understanding of the event is that it is:

- Thorough overall plan: properly addresses all needs and requirements.
- Outdoor spacing and mask policies are sufficient.
- Crowd size limited to approximately 75 people per half hour and must register in advance.
- All carts are disinfected after each use.

Under those conditions the City of Phoenix is approving the event scheduled beginning March 18, 2021.

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 "Jeff Barton", with a large, sweeping flourish extending to the right.

Jeff Barton
Assistant City Manager



8/5/21 2:00pm

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

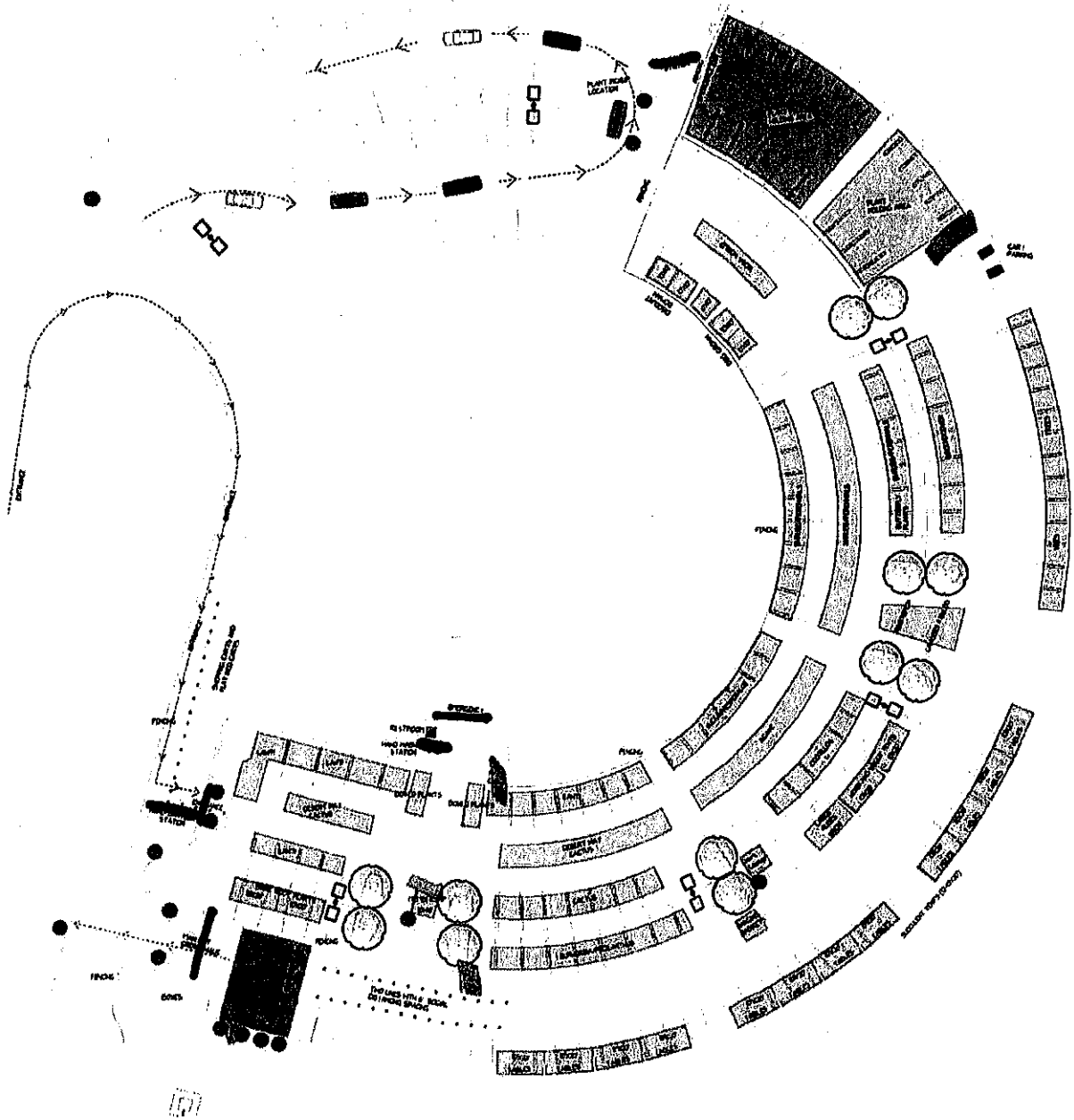
Event Information				
Name of Event	Spring 2021 Plant Sale			
Event Address	1201 N. Galvin Pkwy Phx AZ 85008	Stationary Event? Moving? (parade, etc) <input checked="" type="checkbox"/>		
Name of Venue	Desert Botanical Garden			
Date(s)/Time of Operation	Start Date 3/18/2021	End Date to 3/28/2021	Start Time 7 am	End Time to 3 pm
Contact Familiar with COVID Procedures & Plans	Name Tammy Wallace	Phone 480-215-3016		
Contact Email	twallace@dbg.org			
Attendance	Anticipated Number of Attendees see attached	Public Event <input checked="" type="checkbox"/>	Private Event <input type="checkbox"/>	Open to All? 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 type="checkbox"/>			
Plan and Layout	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: 85K			
Venue Details	Indoor	Outdoor <input checked="" type="checkbox"/>	Both	
Arrangement	Seating <input type="checkbox"/>	Standing <input checked="" type="checkbox"/>	Reception <input type="checkbox"/>	Booths <input type="checkbox"/> Other
Occupant Load	Maximum Occupants with No Restrictions 6000 total over 1 three day weekend (past plant sales)		Social Distancing Occupant Load 5400 total over two 3 day weekends	
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input type="checkbox"/>			
Barriers/Security	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 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

Phoenix Fire Department - Fire Prevention Section

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



- Entrance / Exits —
- Fire Extinguisher —
- Water station —
- Hand sanitizing station —

Spring Plant Sale 2021

Dates and Times of Event:

- Sale open 7am- 1pm each of the below days
- March 18-21 (the 18th is our Thursday evening patron circle event, 4pm to 9)
- March 26-28

Expected Attendance:

- Capacity is set for 75 people per half hour to help with flow and shopping cart retrieval. Average amount of shopping time per customer is 45-60 minutes.

Occupant Load:

- Pre-COVID – We usually see 6,000+ customers over 1 weekend.
- Post-COVID – with the two 3 day weekends, we expect a total of 5400 customers. Or maximum of 900 people per day with above revised social distancing capacity.

Social Distancing Plan:

- Health and safety protocols will be put in place based on the Garden's protocol and recommendations from the CDC, AZ Department of Health, and requirements for event permitting from the Phoenix Fire Department.
- There will be an express self-checkout lane for customers with 5 items or less.
- All material will have a barcode to reduce touch points and handling for staff and reduce the amount of help needed at check-out.
- Timed reservations through the Garden's website
- Only 100 shopping carts will be out and available for use; cart handles will be disinfected after each use.
- Reservation self- scanners will be used at entry to help monitor crowd numbers
- Modified lot set-up will give customers approximately 12' per person of social distancing space as they shop to accommodate movement with carts.
- There will not be a one-way shopping path, but we will keep the one way entry and one way exit strategy.
- All plant tents will set with tables as boundaries for limiting number of people (tables only on 1 side, more than 12' distance per person).

- Customers will find hand washing stations and hand disinfectant and disinfecting wipe stations in several places in the lot.
- No container water coolers, but customers can purchase bottled water
- There will be ample signage throughout reminding visitors of COVID protection requirements – masks, social distancing, etc
- All checkout queues will be marked with 6' ground labels and possibly stanchions to help with visual queueing.
- Checkout staff will wear gloves and face shields since they are mobile and moving around the shopping carts; plexiglass will be installed around the stationary register areas.
- Lot guide with new map and information will be available digitally prior to sale
-

Barriers/Security:

- All checkout queues will be marked with 6' ground labels and possibly stanchions to help with visual queueing.
- Checkout staff will wear gloves and face shields since they are mobile and moving around the shopping carts; plexiglass will be installed around the stationary register areas.
- Rangers and Service Partner will provide parking lot assistance/crowd control.

CDC/COVID Recommended Signage

- See Attached Signage examples, including Mask requirement.

Cleaning/Disinfecting:

- Trash will be emptied daily by Groundskeepers and Event Setup staff.
- POS stations will be disinfected after each use.
- Shopping carts will be disinfected after every use.
- Portable restrooms (see attached exhibit) cleaned/sanitized three times each weekend.
- Sanitizing stations checked frequently and refilled as needed.
- Tables (holding plants) will be cleaned as they are emptied and refilled.
- Electric carts will be cleaned after users are switched/carts are recharged.

Public Water Stations:

- Bottled Water will be sold at the Membership Table.
- Card transactions only to ensure touchless transactions as much as possible.
- There will also be bar service (same touchless transactions as bottled water stations) on the one Thursday Patron Circle event.

Restroom Facilities:

- See Exhibit A – Plant Sale Portable Restroom Cleaning Facilities
- One portable restroom with hand washing/sanitizing station outside as well as hand sanitizer inside the portable restroom.
- Will clean Friday, Saturday, and Monday nights. One week there will be a Patron Circle event on a Thursday, so they will be cleaned after the event on Thursday night that week.

Merchandise and Payments:

- Checkout staff will wear gloves and face shields since they are mobile and moving around the shopping carts; plexiglass will be installed around the stationary register areas.
- There will be an express self-checkout lane for customers with 5 items or less.
- All material will have a barcode to reduce touch points and handling for staff and reduce the amount of help needed at check-out.

Event Staff (symptom/temperature check)

- We are not planning on performing temperature checks on guests prior to entering the lot.
- Below is the symptom checklist that has been provided to all staff (should any answer be “yes” staff is required to stay home and report their symptoms to their supervisor or is sent home if already at work)
 - Do you have a fever greater than 100F / 37.8C?
 - Do you have a severe cough that started or has gotten worse in the last 48 hours?
 - Do you have shortness of breath that started in the last 48 hours?
 - Do you have muscle aches that started or has gotten worse in the last 48 hours?
 - In the last 48 hours have you felt significantly more tired than usual?
 - Do you have a runny nose or nasal congestion that started or has gotten worse in the last 48 hours?
 - Do you have a sore throat that started or has gotten worse in the last 48 hours?
 - Do you have nausea or diarrhea that started or has gotten worse in the last 48 hours?
 - In the last 48 hours, have you had new loss of taste or smell?
 - In the last 48 hours, have you had chills that are new or are getting worse?
 - 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.

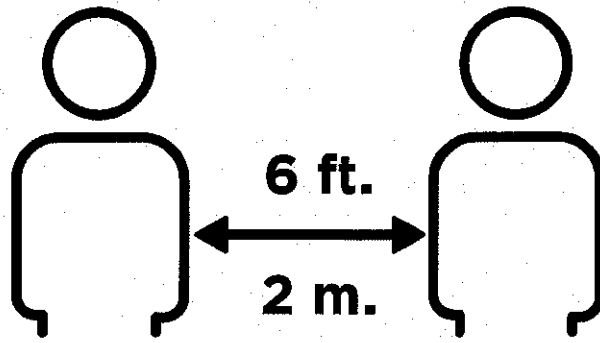
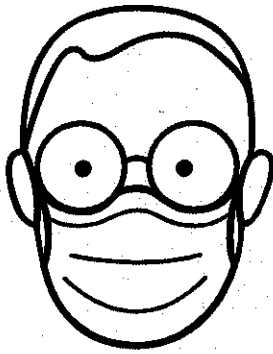
Transportation:

- We will not be providing rides to cars for customers- no sharing of carts.
- Customers with large orders can choose to have home delivery or,
 - Choose to pick-up their plants using the new customer pick-up lanes with staff helping load while customers remain in their vehicles. See one way traffic noted on attached lot map.

DRAFT

FACE COVERING REQUIRED

Face coverings may be removed while actively eating or drinking. Please continue to maintain 6 ft. distance from individuals not in your party at all times.





Sanitation Service – The USS Way

The quality of service we provide is a direct reflection of you, your peers and USS.

USS standards require each restroom to be serviced at least twice per week.

Some customers may request service more often, if needed.

All USS Service Techs are expected to provide a quality 10 Point Service on each unit serviced.

Job Site Arrival

- Park in a safe location that allows you access to the USS Unit, yet does not impede job site traffic flow.
 - Place an orange cone at the front and rear bumpers of your USS Service Truck.
- Scan the jobsite to become aware of any changes from the previous week / service.
 - If USS Units are blocked or inaccessible, seek out the superintendent.
 - If problem cannot be resolved, take pictures and contact dispatch for instruction.
- Exit the vehicle and put on your PPEs (Personal Protective Equipment)
- Be mindful of cross contamination. **Do not** touch anything outside of the cab of your vehicle without gloves, **do not** touch anything inside the cab of your vehicle without removing your gloves.

Hand washing, hand sanitizing and Safety Best Practices to mitigate the spread of viruses

- At the start of your day, sanitize your hands with alcohol-based hand sanitizer or wash your hands with hot soapy water for a minimum of 20 seconds.
- Immediately put on a pair of latex or nitrile gloves, along with all required safety equipment.

Cross Contamination Warning

- When performing any activity involving the exterior of your service truck (loading, unloading, inspecting your vehicle or performing a service), you must put on an outer pair of chemical resistant gloves.
- When you complete your work outside of the vehicle, remove the outer gloves and store them in the utility box of the vehicle. Open the door to the truck with your inner gloves still on then remove the gloves and place them in the provided trash receptacle.
- Sanitize your hands using alcohol based sanitizer and put on a fresh pair of gloves.
- Using an anti-microbial disinfecting wipe, wipe down truck controls, the steering wheel, the inner door handle and any other surfaces you routinely touch such as your hand held device.
- Dispose of the wipe in the trash receptacle.
- This process must be repeated each and every time you enter and/or exit your vehicle and at the beginning and end of your work shift.
- At the end of your shift, remove the trash receptacle from the truck and dispose of it at the branch. Remove and dispose of your inner gloves and sanitize and/or wash your hands before entering the building and/or leaving the branch for the day.

Additional Disinfectant Step: (also listed below in the 10 point service plan)

An update to the sanitation service will include the application of a chemical disinfectant. This must be applied as the final step to each and every service.

- At the conclusion of servicing a restroom, disinfect the toilet with the use of the provided Hydrogen Peroxide / Suprox D disinfectant.
- Apply Hydrogen Peroxide disinfectant to all surfaces routinely touched by our customers – toilet seats, hand sanitizer dispenser, toilet paper dispensers, and door handles both inside and outside the unit.
- With a clean towel or Chamois, dry the toilet seat and top of the tank.

8 Point Service Plan – The USS Way

1. Restroom to be placed in a safe, level, convenient and accessible location.

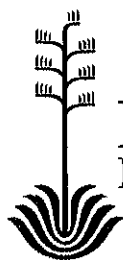
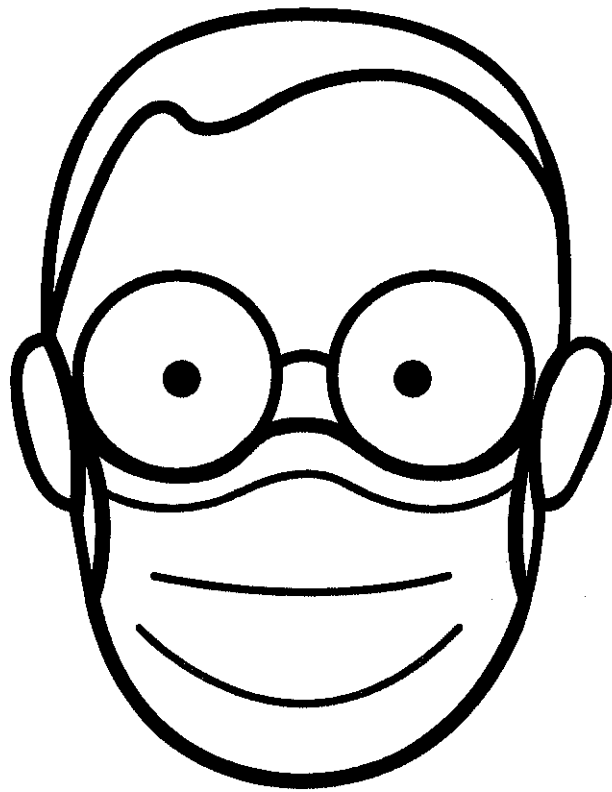
- a. USS Unit should be level.
 - b. USS Unit should be accessible to workers on site and Service Trucks, but not unauthorized persons.
 - c. Doors should **never** swing into traffic
 - d. USS Unit should have an accessible / safe path of travel
 - e. Consider airflow / site layout and weather.
2. Pump all waste and remove debris from holding tank.
 - a. With gloves off, turn on PTO.
 - b. Turn on water pump
 - c. Put Gloves on
 - i. To avoid cross contamination, ensure gloves are worn when touching items outside of the cab and ensure gloves are off when touching the inside of the cab, your phone, handheld and pen.
 - d. Pump entire tank and remove any debris from inside the unit.
 - e. If the USS Unit has not been used since the last service, service it anyways. The customer is paying for each service. Your job is to service each unit on your route, no to determine is service is needed.
 3. Spray interior walls, toilet seat, urinal, holding tank exterior, and the floor with disinfectant and clean.
 - a. Fill 5 gallon bucket from fresh water spout and take to restroom
 - b. Spray interior with disinfectant and clean.
 - c. Thoroughly scrub the urinal and the inside of the tank.
 - d. Clean brush in water bucket
 - e. Thoroughly scrub seat, top of tank, floor and any dirt or cobwebs off walls / corner.
 - f. Rinse interior clean. Don't forget the back of the door frame.
 4. Dry toilet seat and top of tank with clean rag or Chamois
 5. Refill holding Tank with water and deodorizer
 - a. Toss 1 deodorizer into tank.
 - b. Add five gallon bucket of fresh water into tank.
 6. Refill Hand Sanitizer and Hand Wash Station w/ Soap if applicable.
 7. Stock restroom with 2 full rolls of TP
 - a. USS unit should always be left with 2 full rolls of TP. If USS Unit has a 2 roll dispenser remove, ½ rolls and replace 2 rolls. If USS Unit has a 3 roll dispenser, leave the ½ roll and 2 new rolls.
 8. Service Tech will inspect each restroom for minor damage or repairs.
 - a. Inspect USS Unit for damages and graffiti. If damaged or graffiti is beyond normal or unit is not functioning properly indicate on your route sheet / notify dispatch that USS Unit needs to be exchanged.
 9. Technician will scan the barcode with their mobile phone in the FSL App.
 - a. Scanning updates FSL that restroom is serviced. This also updates our system in real time for customer inquiries, productivity and Customer Care.
 - b. If the USS Unit has a containment tray, turn your PTO back on and pump out tray to obtain any rain or runoff from your service.
 10. Disinfect the Toilet
 - o Apply Hydrogen Peroxide / Suprox D disinfectant / to all surfaces routinely touched by our customers – toilet seats, hand sanitizer dispenser, toilet paper dispensers, and interior and exterior door handles.

Exiting the job site

- Ensure all supplies / bottles / chemical / hoses on your USS Service Truck are replaced and secure.
- Ensure the jobsite is in the same condition that you found it.
- Remove and secure orange cones at front and rear of service truck.
- Remove gloves before entering the cab of the service truck.
- Check your next stop and obtain directions if necessary.
- Exit the job site safely. Stop at entrance and remove any dirt or debris from tires before hitting the roadway.

REMINDER:

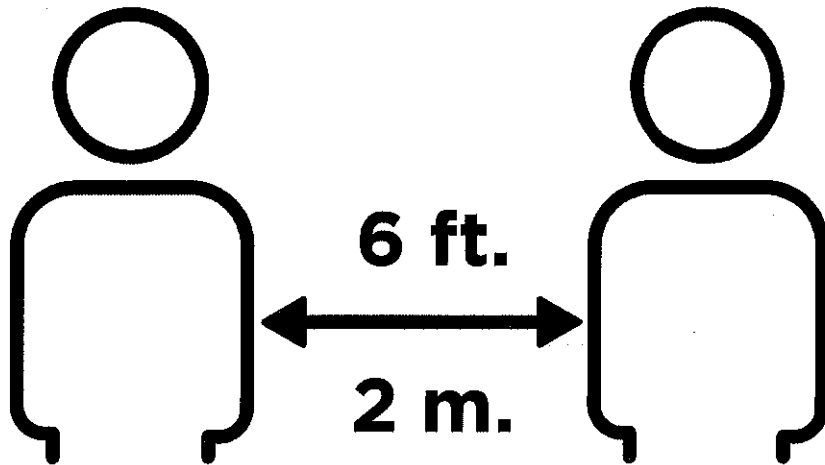
Face covering required



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THANK YOU FOR SOCIAL DISTANCING

GRACIAS POR MANTENER DISTANCIAMIENTO SOCIAL



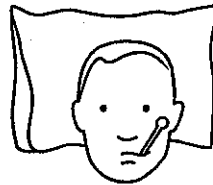
HEALTH AND SAFETY REMINDERS

RECORDATORIOS PARA TU SALUD Y SEGURIDAD



Wash Your Hands Often

Lava tus manos frecuentemente



Stay Home When You're Sick

Permanece en casa cuando estés enfermo



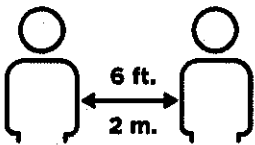
Limit Touching Your Face

Evita tocar tu cara



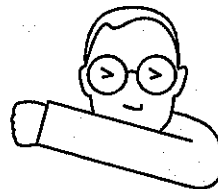
Wear a Face Covering

Usa una mascarilla



Maintain 6 ft. Distance

Mantente a 6 pies de distancia



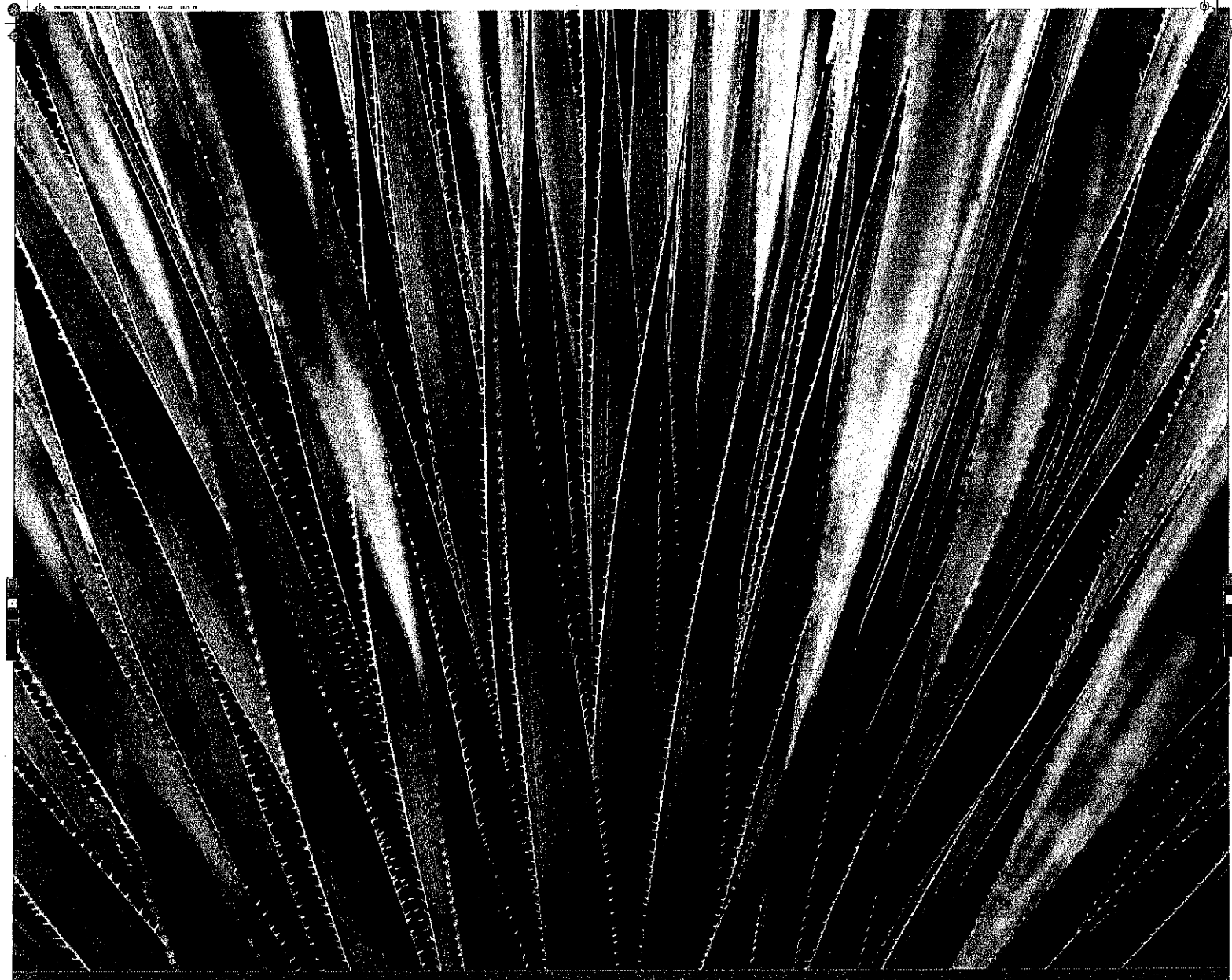
Sneeze and Cough Into Your Elbow

Estornuda y tose en tu brazo

*For more information about coronavirus, please visit [cdc.gov](https://www.cdc.gov).
Para más información sobre el coronavirus, por favor visita [cdc.gov](https://www.cdc.gov).*



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No Exit

No Salida



**DESERT
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No Entrance

No Entrada

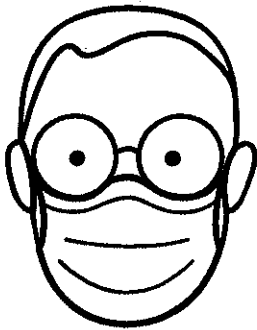


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FACE COVERING REQUIRED

For Guests 6 and Older

Per City of Phoenix mandate, face coverings are required in a public setting.

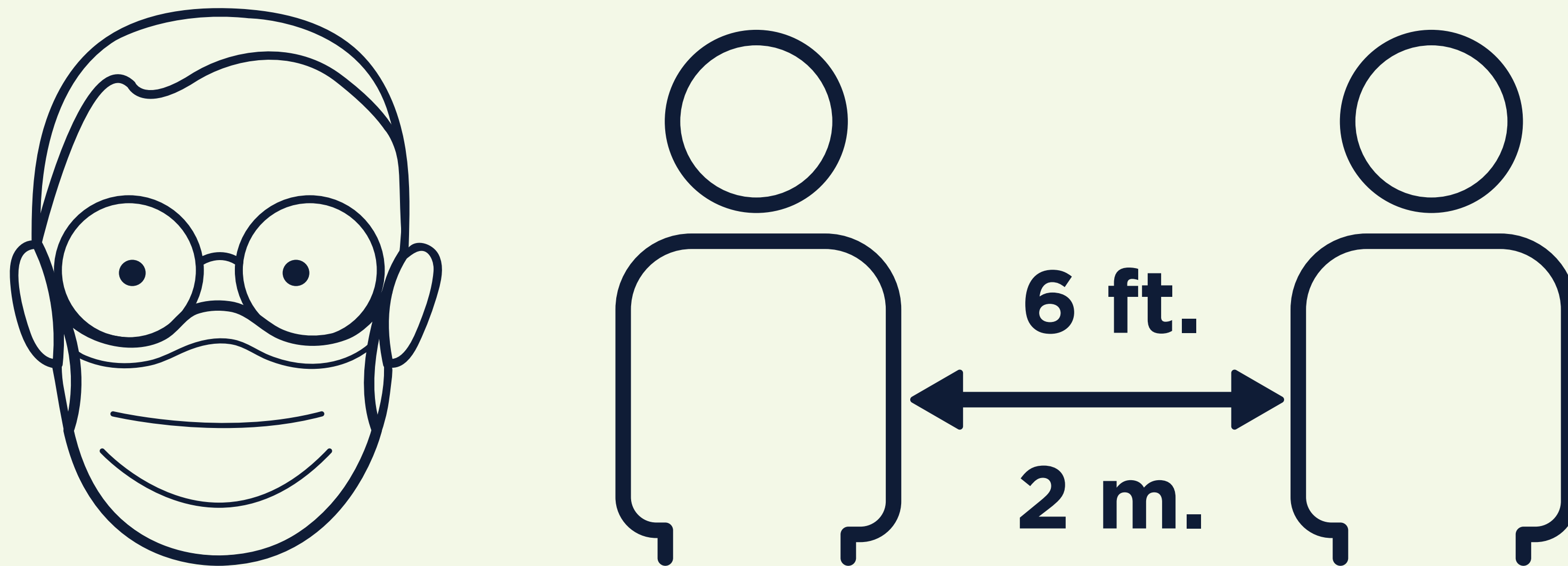


Disposable face coverings will be provided as needed. Reusable face coverings are available for purchase at the Garden Shop.



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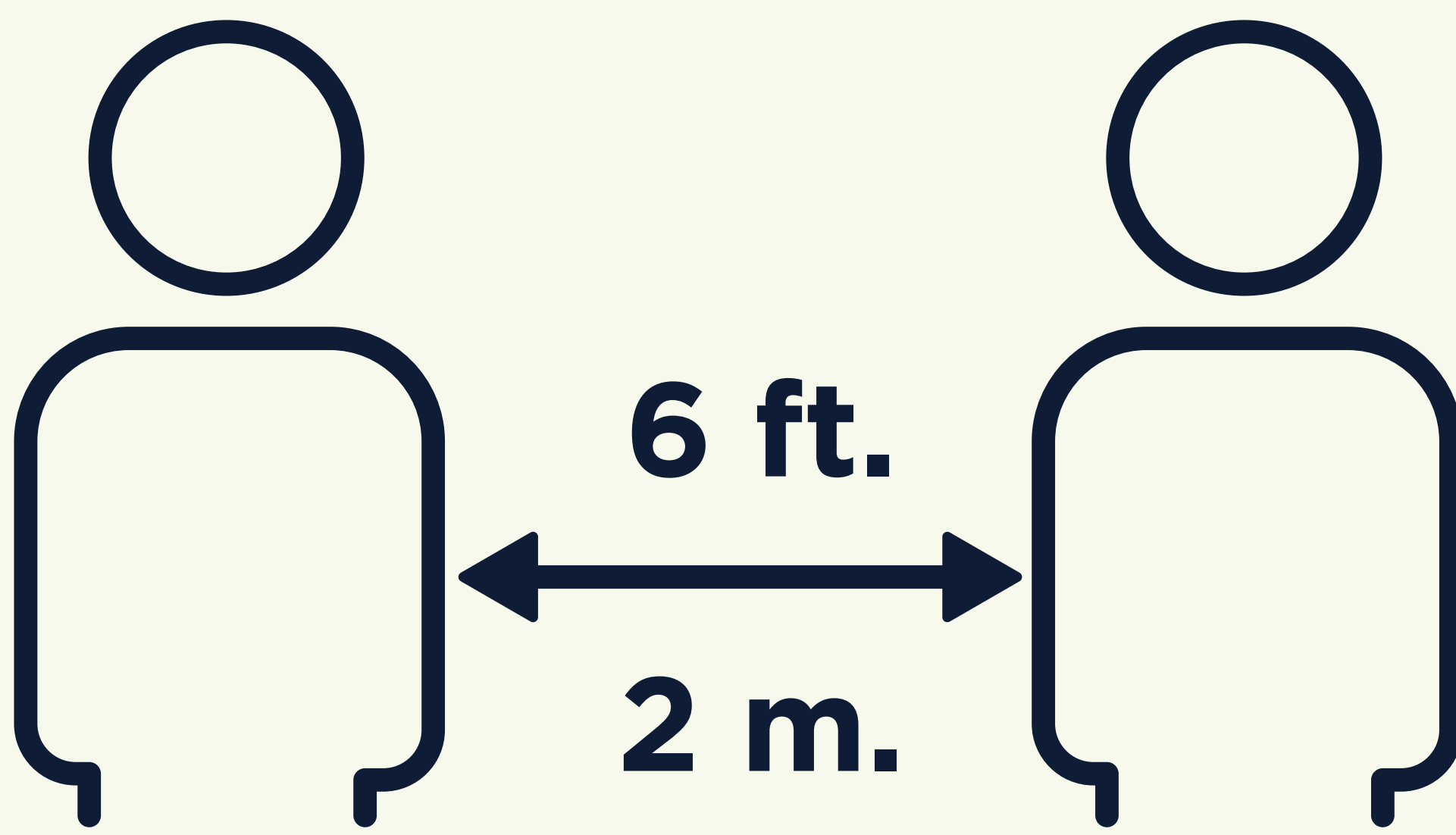


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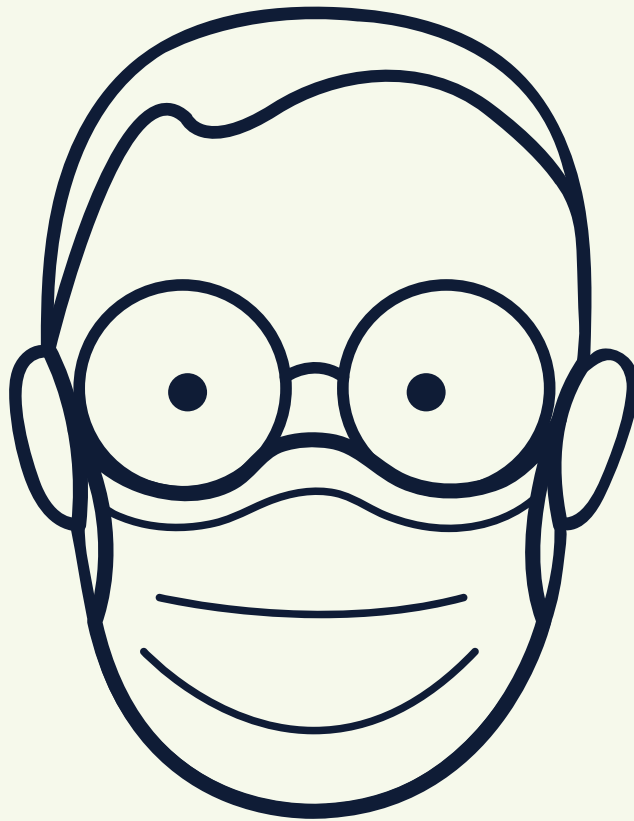
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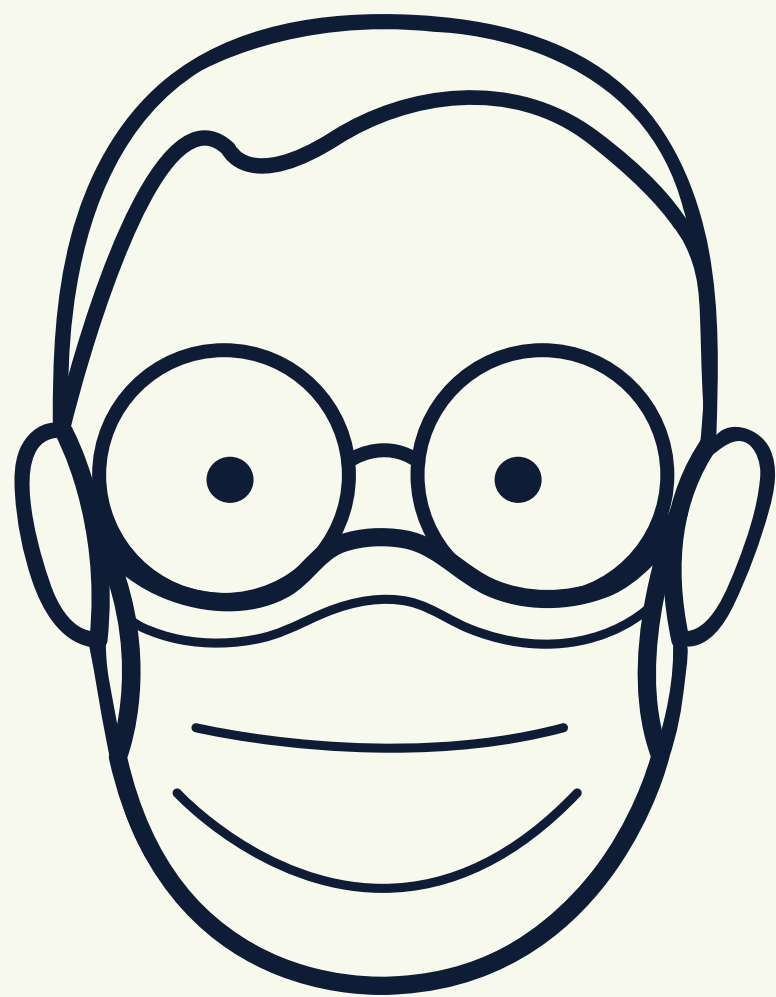


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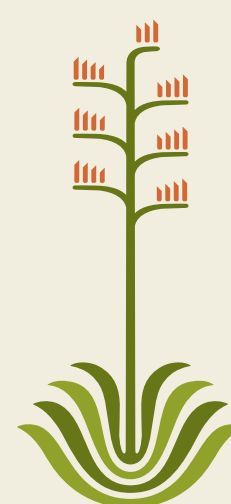
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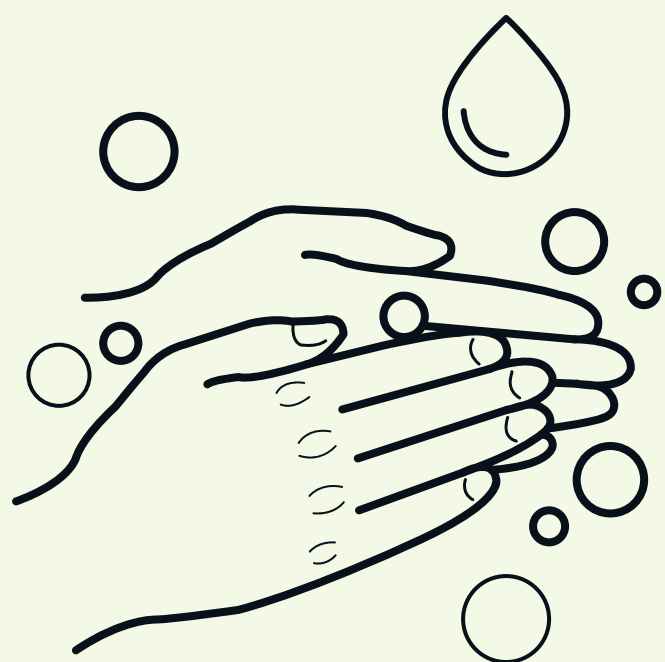
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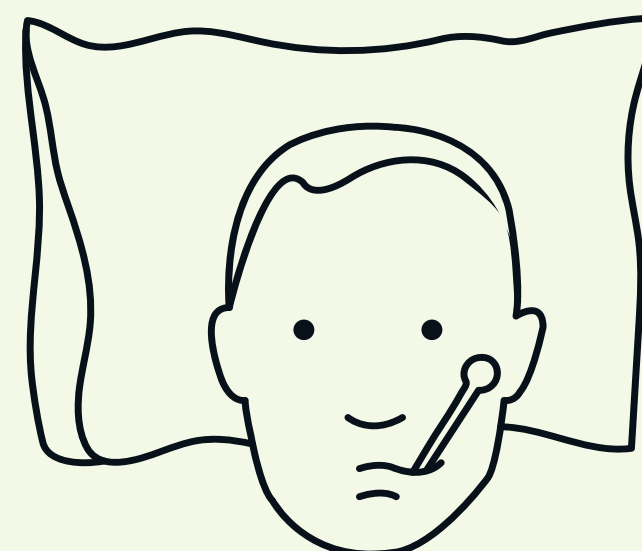
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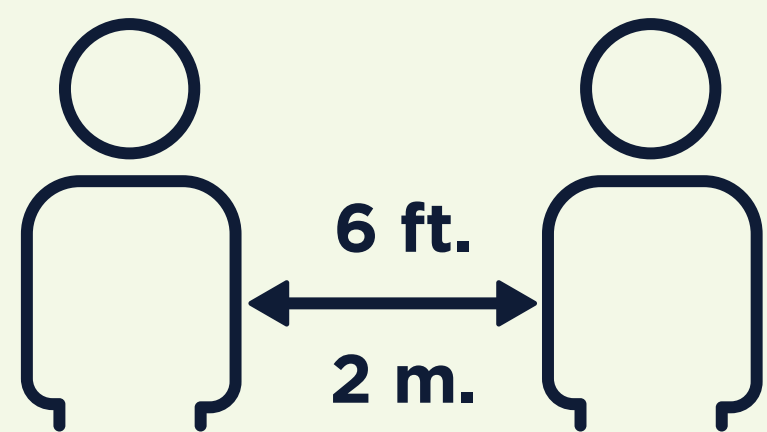
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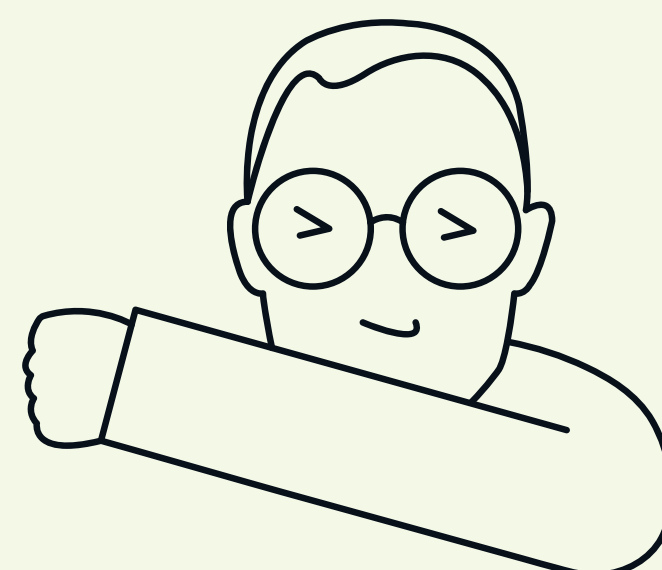
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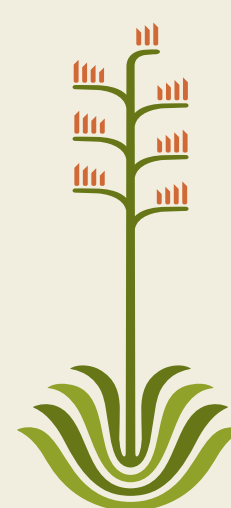
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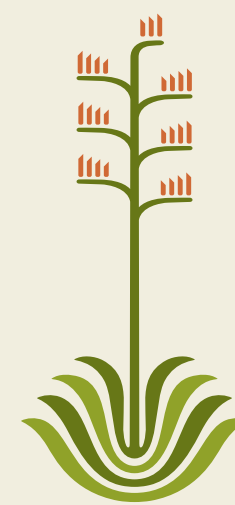


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No Exit

No Salida



DESERT
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No Entrance

No Entrada



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- Bottled Water will be sold at the Membership Table.
- Card transactions only to ensure touchless transactions as much as possible.
- There will also be bar service (same touchless transactions as bottled water stations) on the one Thursday Patron Circle event.

Restroom Facilities:

- See Exhibit A – Plant Sale Portable Restroom Cleaning Facilities
- One portable restroom with hand washing/sanitizing station outside as well as hand sanitizer inside the portable restroom.
- Will clean Friday, Saturday, and Monday nights. One week there will be a Patron Circle event on a Thursday, so they will be cleaned after the event on Thursday night that week.

Merchandise and Payments:

- Checkout staff will wear gloves and face shields since they are mobile and moving around the shopping carts; plexiglass will be installed around the stationary register areas.
- There will be an express self-checkout lane for customers with 5 items or less.
- All material will have a barcode to reduce touch points and handling for staff and reduce the amount of help needed at check-out.

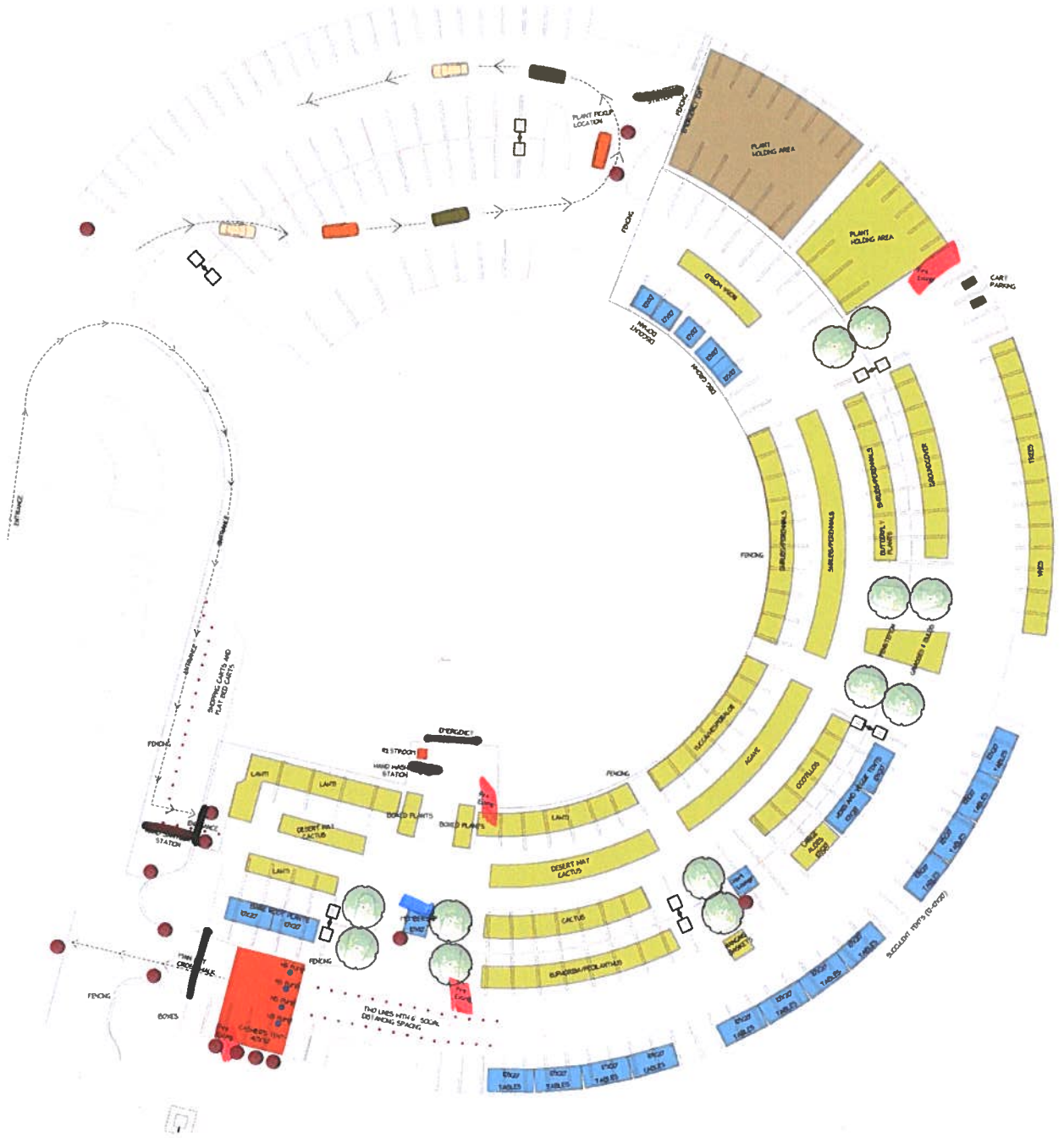
Event Staff (symptom/temperature check)

- We are not planning on performing temperature checks on guests prior to entering the lot.
- Below is the symptom checklist that has been provided to all staff (should any answer be “yes” staff is required to stay home and report their symptoms to their supervisor or is sent home if already at work):
 - Do you have a fever greater than 100F / 37.8C?
 - Do you have a severe cough that started or has gotten worse in the last 48 hours?
 - Do you have shortness of breath that started in the last 48 hours?
 - Do you have muscle aches that started or has gotten worse in the last 48 hours?
 - In the last 48 hours have you felt significantly more tired than usual?
 - Do you have a runny nose or nasal congestion that started or has gotten worse in the last 48 hours?
 - Do you have a sore throat that started or has gotten worse in the last 48 hours?
 - Do you have nausea or diarrhea that started or has gotten worse in the last 48 hours?
 - In the last 48 hours, have you had new loss of taste or smell?
 - In the last 48 hours, have you had chills that are new or are getting worse?
 - 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.

Transportation:

- We will not be providing rides to cars for customers- no sharing of carts.
- Customers with large orders can choose to have home delivery or,
 - Choose to pick-up their plants using the new customer pick-up lanes with staff helping load while customers remain in their vehicles. See one way traffic noted on attached lot map.

DRAFT



Entrance / Exits —

Fire Extinguisher —

Water station —

Hand sanitizing station —