



City of Phoenix
OFFICE OF THE CITY MANAGER

Shonna James
5005 E. Camelback Rd
Phoenix, AZ 85018

March 3, 2021

RE: Art in the Garden

Dear Ms. James,

Thank you for communicating with our team regarding your planned activity of Art in the Garden on April 10, 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:

- Limited Attendance with timed entry
- Must register in advance to attend
- Masks required at all times within the event
- No food or music will be provided
- Staff will be present and is committed to enforcing mask policy
- Proper social distancing of artists
- Attendee temperature spreadsheet to be completed to assist with contact tracing if needed
- Mask required at all times

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

- Implement a screening process for each attendant entering the event
- Limit timed entry to no more than 50 attendees on site during each time block
- Assign COVID compliance Monitor to ensure guests are adhering with face covering and social distancing

The City of Phoenix is approving the event scheduled on April 10, 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 cursive script that reads "Jeffrey J. Barton".

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	Art in the Garden		
Event Address	5005 E. Camelback Road, Phoenix, AZ 85018	Stationary Event? Moving? (parade, etc) <input checked="" type="checkbox"/>	
Name of Venue	Shemer Art Center		
Date(s)/Time of Operation	Start Date 4/10/21	End Date to 4/10/21	Start Time 10:00 a.m. to End Time 4:00 p.m.
Contact Familiar with COVID Procedures & Plans	Name Shonna James, Exec. Director	Phone 602-262-4727/602-579-9890	
Contact Email	shonna@shemerartcenter.org		
Attendance	Anticipated Number of Attendees 500 based on 2019 event	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"/> 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: 8,300 square feet Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Both <input checked="" type="checkbox"/>		
Arrangement	Seating <input type="checkbox"/> Standing <input checked="" type="checkbox"/> Reception <input type="checkbox"/> Booths <input checked="" type="checkbox"/> Other <input type="checkbox"/>		
Occupant Load	Maximum Occupants with No Restrictions 300	Social Distancing Occupant Load 300	
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 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



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 type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input type="checkbox"/>
Seating for Food Consumption? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?	
Public Water Stations Provided? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many? 2	
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"/>
	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input checked="" type="checkbox"/>
Merchandise & Payments	Ticket Sales on Site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Ticket Scanning at Entrance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Queue lines for Scanning Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Ticket sales available prior to event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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"/>
	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input checked="" type="checkbox"/> No <input 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 checked="" 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

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

SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

Social Distancing Plan

1. Plan and documentation for how social distancing will be implemented, monitored and enforced.
2. Plan for temperature checks for attendees.

The Shemer Art Center has been open and operating following City, State and CDC COVID-19 guidelines since June 1, 2020. Our plan for this event is to continue operating as we have been, following all retail, business and safety guidelines, and incorporate the following plans as indicated:

1. Number of Artists: For this event, interested Arizona artists apply to participate and then their applications are reviewed and specific artists are juried in (selected). The ESTIMATED total number of artists for this year's event is 15, so we would ask for approval for up to 15 artists. Attached is a proposed layout for this year's event.
2. Event Set Up: 10'x10' outdoor canopies will be set up over a span of 6,000 square feet of outdoor lawn space, with each tent separated 6' apart. Tables inside each tent will help to separate the artists from attendees, and signs will be posted asking attendees to ask for assistance from artists in handling items. A bottle of hand sanitizer will be provided for each tent.
3. Social Distancing: A reservation-based system will be set up to allow people to reserve entry time slots into the event and help us monitor attendance during the event. This will provide attendees with specific times and help keep the event attendance at any given time closer to the 50-person guidelines for events approved by the city. Participants attending the event is estimated to reach 500 over six hours (approximately 41 per hour). All attendees will be socially distanced as they arrive at each of two admission entry areas. The front entrance (monitored and enforced by volunteers) will have decals along the entry sidewalk for those waiting to be admitted, and the back entrance (dirt parking lot will be monitored and enforced by volunteers for social distancing while waiting to be admitted.

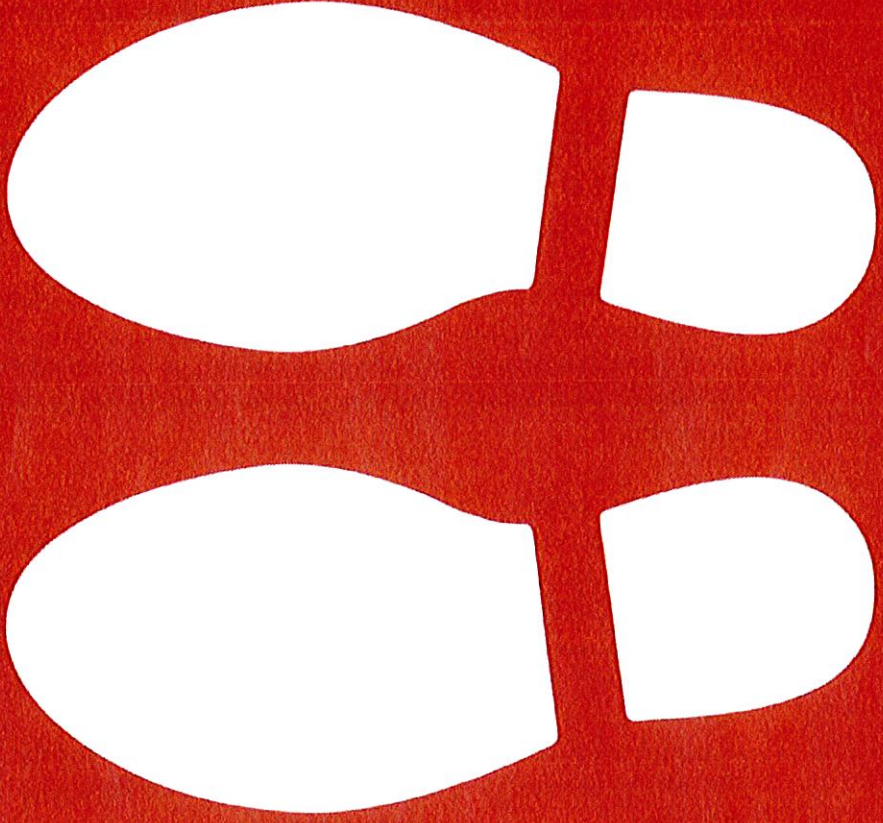
Once admitted to the event, attendees will have 6,000 square feet of outdoor lawn space on which to spread out and view different artist booths and works.

Admission inside the Shemer Art Center will be limited and monitored by volunteers who will be stationed in the main lobby, gift shop and hallways, and traffic in the hallways will be limited to one-direction, with decals on the floors clearly marking traffic directions. All attendees who enter the building will exit a door to the outdoor courtyard. All attendees, staff, volunteers and artists will wear a mask at all times. Also extra masks are available for anyone needing one.

4. Each admission desk will ask for attendees to sign in and provide a phone # or email for contact tracing purposes. Then their temperatures will be taken and recorded prior to admission.

THANK YOU FOR PRACTICING

SOCIAL DISTANCING



SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

Event Layout (include all seating and food areas)

Layout showing all seating and food areas.

Attached please find a proposed layout of our event planned for 2021.

For this year's event we are not planning to include any food vendors.

Water stations (small water bottles available for sale) will be set up at each admissions entrance.

Art in the Garden

Saturday, April 10, 2021



Artists

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-
- 7-
- 8-
- 9-
- 10-
- 11-
- 12-
- 13-
- 14-
- 15-

Special Attractions:

- A - Shemer Booth
- B - Music by Alan Jones
- C - Art Demonstration Tent
- D - Raffle Area

SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

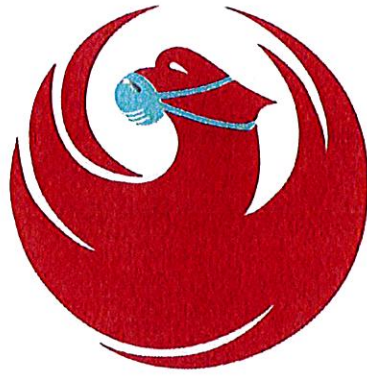
Barriers/Security/Que Line Plan

Plan for how barriers or que lines for crowd control will be implemented.

A reservation-based system will be set up to allow people to reserve entry time slots into the event to keep crowds from forming. This will provide attendees with specific times and help keep the event attendance at any given time to the 50-person mandate

The only crowds that may form will be at admissions, which we have addressed how we will monitor and enforce in our social distancing plan.

We also plan to hire one security guard for the event to help us enforce that all attendees keep their masks on, which will also be monitored and enforced by volunteers.



FACE MASKS ARE REQUIRED

IN PHOENIX FACILITIES

**FOR DETAILS, INCLUDING EXCEPTIONS,
VISIT [PHOENIX.GOV/NEWSROOM](https://www.phoenix.gov/newsroom)
OR SCAN BELOW:**



#MaskUpPHX

SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

Cleaning & Disinfection Plan for all Touchpoints and Surfaces

Handwashing/Sanitation Plan

How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms

The Shemer Art Center will have volunteers stationed at the following high-touch points for continuous cleaning and disinfection during the event:

1. Front entry doors to inside exhibition and gift shop. This volunteer will not only keep track of the number of entries but also wipe the door handles or keep the door open between guests entering.
2. The Gift shop will be staffed by a volunteer throughout the entire event. These volunteers will be responsible for handling all items and directing attendees to the front office for payments.
3. Restrooms – Shemer has signs posted in each restroom asking all guests to use a disinfecting cloth found in the restroom to sanitize all items that they have touched after use. A tracking sheet will also be set up for a member of the Shemer Art Center staff to clean and sanitize each restroom each hour during event.

Hand sanitizer stations will be set up at both admission areas, at front entry, inside each restroom, inside each artist tent, and in the gift shop.

Extra three-ply civilian face masks will be available for any attendee who does not have one. All attendees, staff, volunteers and artists will wear a mask at all times and no one will be admitted into the event without a face mask.

And again, an event security guard will be hired to watch crowd, and address attendees not keeping their masks on.

**SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021**

Samples of COVID Safety Signage & Messages (include mask requirements)

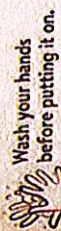
1. Plan for reducing touch points and how surfaces will be cleaned and disinfected.

Attached are examples of the COVID Safety signage currently posted at the Shemer Art Center, which will also be posted during this event.

All plans for cleaning and sanitizing are included in the previous document.

HOW TO PROPERLY WEAR A FACE COVERING

COVID-19



Wash your hands before putting it on.



Make sure you can breathe easily.



Put it over your nose and mouth and secure it under your chin.



Don't touch your face covering, but wash your hands if you do.

#MaskUpAZ



Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- 6 ft**: Stay at least 6 feet (about 2 arms' length) from others.
- Cover your mouth and nose**: Use a tissue or your elbow. Avoid hand-to-hand contact.
- Wash your hands**: Use soap and water for 20 seconds.
- Clean and disinfect**: Frequently touched surfaces like door handles.
- Don't touch your face**: Avoid touching your eyes, nose, and mouth.
- Wash your face**: Wash your face with soap and water for 20 seconds.

STAY UPDATED - STAY INFORMED - STAY SAFE

CORONAVIRUS

Symptoms: **fatigue**

COUGH

SHORTNESS OF BREATH

WHEN TO USE A MASK



SHEMER
J E T C E N T E R

DUE TO COVID-19 WE ASK FOR YOUR HELP IN KEEPING OUR FACILITIES SAFE FOR EVERYONE.

PLEASE TAKE EXTRA CARE TO WIPE DOWN ALL SURFACES AFTER USE.

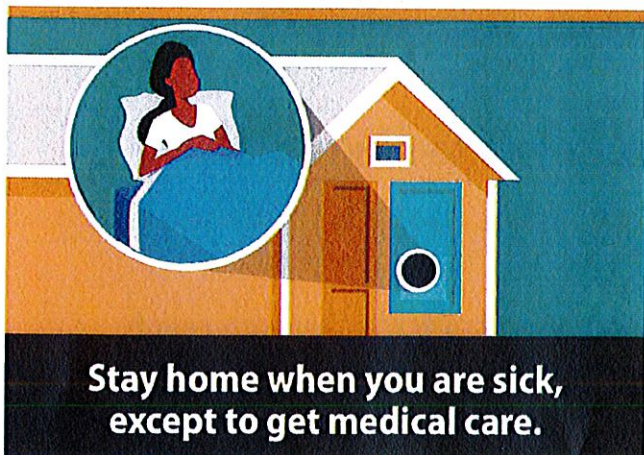
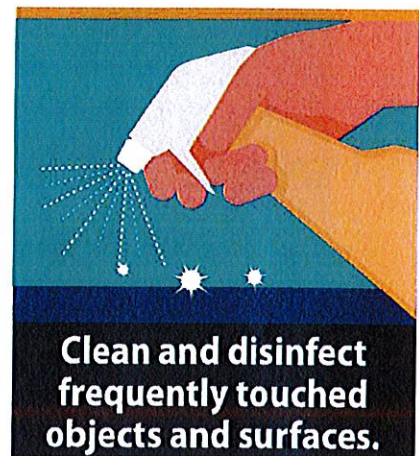
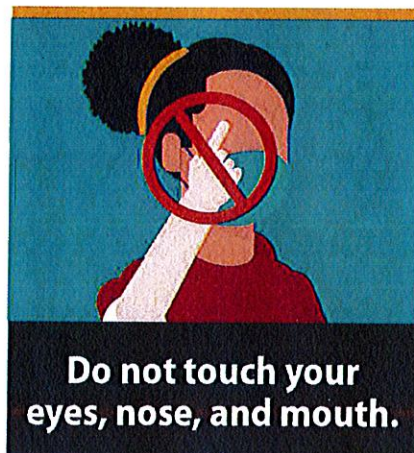
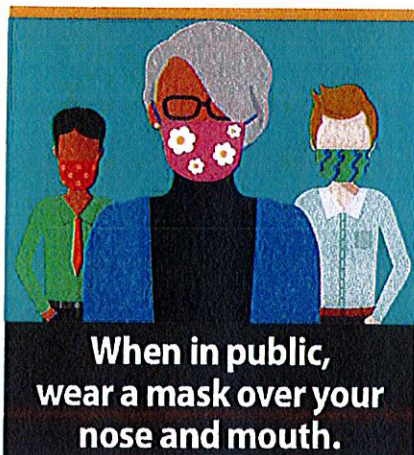
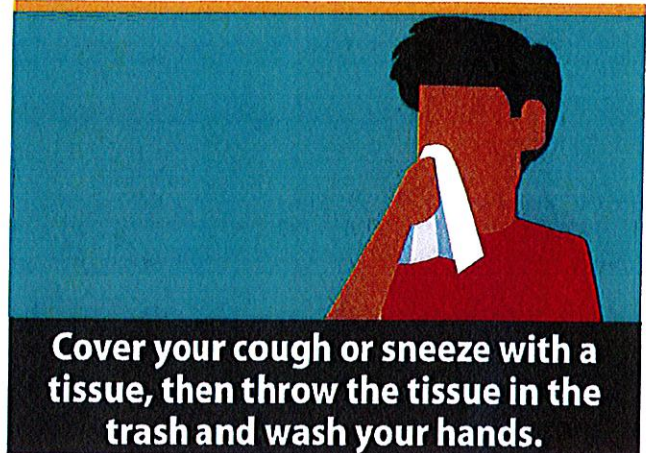
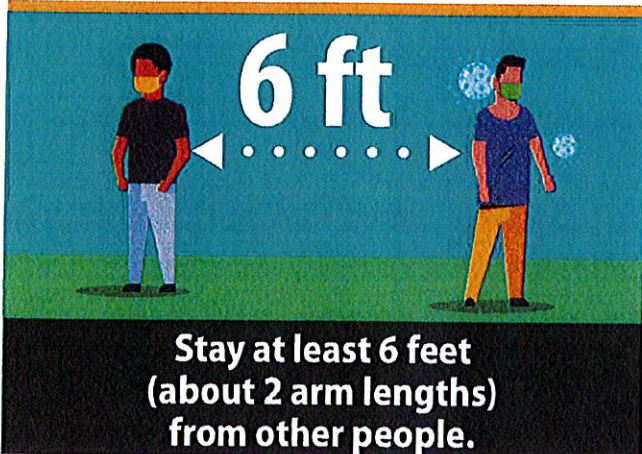
PLEASE USE THE PROVIDED DISINFECTING WIPES TO SANITIZE: FAUCET HANDLES, FRONT OF SINK, TOILET HANDLE, SOAP DISPENSER, DOORKNOBS, ETC.

WE APPRECIATE YOUR COOPERATION!

Stop the Spread of Germs

Accessible version <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

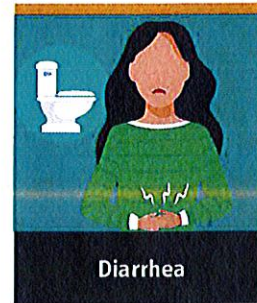
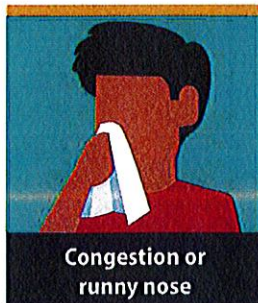
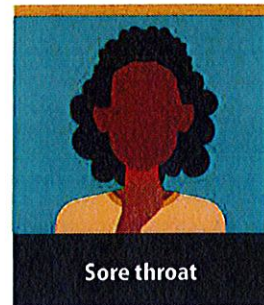
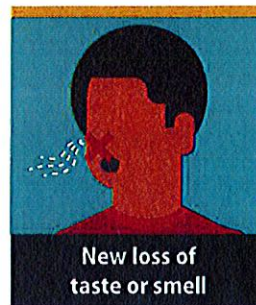
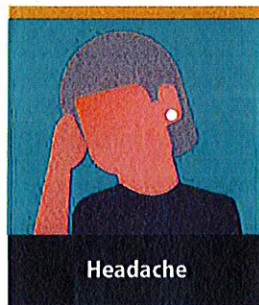
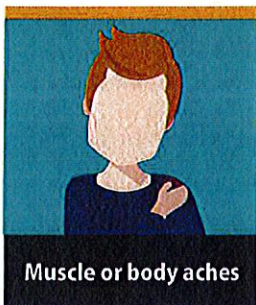
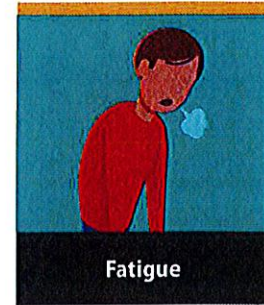
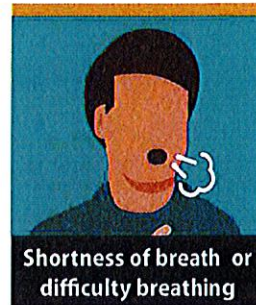
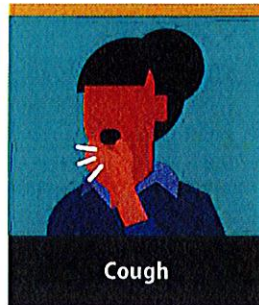
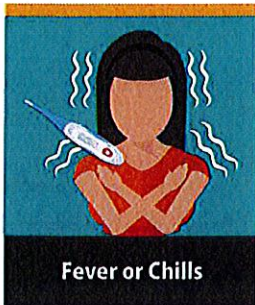
Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

Please read before entering.

IF YOU HAVE



Please call our office before coming inside.
Clinic Phone # _____

The clinic staff may ask you to wear a mask or use tissues to cover your cough.

Thank you for helping us keep our patients and staff safe.



cdc.gov/coronavirus



COVID-19

HOW TO PROPERLY WEAR A FACE COVERING



Wash your hands
before putting it on.



Make sure you
can breathe easily.



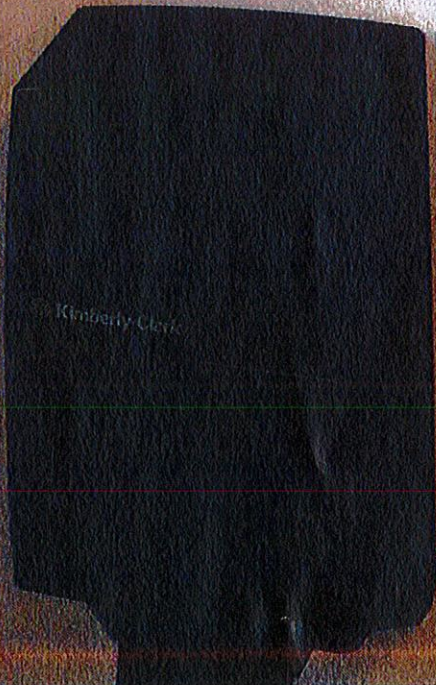
Put it over your
nose and mouth
and secure it under
your chin.



Don't touch your
face covering, but
wash your hands if
you do.

#MaskUpAZ





SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

Food Service Preparation & Service Plan

For this year's event we are not planning to include any food vendors.
Water stations will be set up at each admissions entry area.

SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

Physical Barriers for Points of Sale Plan

Describe what physical barriers such as sneeze guards and partitions will be provided at all point of sales.

Sales will be handled by Shemer Art Center staff in the front office, which is located inside a front office area. A floor decal asking customers to stay outside of this front office area will be monitored by the person at the front entry, and enforced by the staff in the front office area.

A hand sanitation station will be located at each front office desk, for customers after processing a sale, and CDC retail guidelines will be followed.

Masks will be worn by all attendees, staff, volunteers and artists at all times.

SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

Event Staff Shift Checks

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 Interim Guidance for Businesses and Employers as a guide.

All volunteers and staff at the Shemer Art Center follow the Shemer Art Center Safety Code of Conduct. This is monitored and enforced internally and applies to everyone on-site.

All staff members reporting to work at the event are required to take and note their temperatures.

All arriving volunteers will be checked in and their temperatures noted. This is something we do on a daily basis with all of our arriving students and instructors, so the same system will be followed for those arriving to work at our event.

Attached is a copy of our Shemer Art Center Safety Code of Conduct.



S H E M E R
a r t c e n t e r

SHEMER ART CENTER SAFETY CODE OF CONDUCT

It is important right now that we are diligent about our own health and the health of others! So to make our upcoming classes, workshops and events fun for all of us this year, everyone must do their part!

For this reason, we ask that everyone follow the Shemer Art Center Safety Code of Conduct as outlined below for everyone's safety and protection.

We will be unwavering in our efforts to enforce this, so we also ask that you familiarize yourself with the information provided to follow our safety protocols each day. Instructors will also remind students about it and enforce these three things:

1. Stay home if you are sick or not feeling well!
2. Protect yourself!
 - a. wear your mask
 - b. avoid touching your eyes, nose and mouth
 - c. wash your hands or use hand sanitizer
 - d. 6' rule – stay 6' away from others
3. Protect and be respectful of others!
 - a. 6' rule – stay 6' away from others
 - b. wear your mask
 - c. use restrooms in either back hallway or ceramics studio
 - i. wash your hands and sanitize all public surfaces; toilet handles, faucets, door knob after use.
 - d. if you are eating or for some reason do not have your mask on as outlined, be sure to cover your coughs and sneezes with a tissue, elbow, shoulder or hand (if no tissue is available), followed by immediate and thorough hand washing and hand sanitizer.

**We appreciate you helping keep
our Shemer family safe!**

SHEMER ART CENTER ART IN THE GARDEN
April 10, 2021

Transportation Cleaning & Disinfecting Plan

1. How is the promoter recommending attendees to arrive to and from the event?
2. How is cleaning in accordance with CDC guidelines, being achieved?

Attendees to the Art in the Garden event will arrive in their own cars and park in the Shemer Art Center parking lots. Upon arrival they will visit the admission areas where they will find a hand sanitation station.

For attendees arriving who have to park in our back lot our plan is to hire a vendor for transportation to an admissions area. We will require this vendor to clean and sanitize the golf cart seating areas and handrails between passengers using a CDC-approved cleanser/sanitizer.

