



City of Phoenix
OFFICE OF THE CITY MANAGER

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

February 23, 2021

Re: Ballet Arizona

Dear Ms. Wallace,

Thank you for communicating with our team regarding your planned activity from on May 18, 2021 through June 6, 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:

- All persons arriving to rehearsal or event must wear a mask.
- 6ft social distancing for all participants.
- No sharing items.
- Hand sanitizer will be provided on the premises.
- Seats will be wiped with sanitizing wipes before each use.
- HEPA filters will be in use on the premises.
- Hand washing stations and hand disinfectant wipe stations.
- No container water coolers.
- Signage throughout reminding visitors of COVID protection requirements.
- Seating arrangements to ensure 6' distance between tables and chairs.
- All purchases will be with card, no cash accepted.

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

- Organizer will be required to have attendees answer screening questions to include if they have recently been in close contact with someone suspected or confirmed to have COVID-19.
- Provide clarification on what kinds of masks are allowed.

- Masks to be worn at rehearsals.
- Food and beverage can only be consumed by patrons while seated at their assigned tables.
- Tickets to only be sold in pods of 2 or 4 people.

Under those circumstances the City of Phoenix is approving the event scheduled for May 18, 2021 through June 6, 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



conf 9/22/21 2:00 pm

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 | Ballet Arizona | | |
| Event Address | 1201 N. Galvin Pkwy Phx AZ 85008 | Stationary Event? | Moving? (parade, etc) |
| Name of Venue | Desert Botanical Garden | | |
| Date(s)/Time of Operation | Start Date 5/18/2021 | End Date to 6/6/2021 | Start Time 630 pm |
| | | | End Time to 930 pm |
| Contact Familiar with COVID Procedures & Plans | Name Tammy Wallace | Phone 480-215-3016 | |
| Contact Email | twallace@dbg.org | | |
| Attendance | Anticipated Number of Attendees 10,188 | Public Event <input checked="" type="checkbox"/> | Private Event <input type="checkbox"/> |
| | | Open to All? | Ticket-RSVP? |
| | | <input checked="" type="checkbox"/> | <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 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 | | |
| | Indoor | Outdoor <input checked="" type="checkbox"/> | Both |
| Arrangement | Seating <input checked="" type="checkbox"/> | Standing <input type="checkbox"/> | Reception <input type="checkbox"/> |
| | | Booths <input type="checkbox"/> | Other |
| Occupant Load | Maximum Occupants with No Restrictions 566 per night | Social Distancing Occupant Load 566 per night - see notes for social distance plan | |
| 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"/> | | |
| | Outside Vendor Providing Cleaning & Disinfection Service? | Yes <input checked="" type="checkbox"/> | No <input 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):

Office Keepers (procedures attached) 2324 E. University Dr. Mesa AZ 85213. 480-306-7100

| | |
|---|---|
| Food Service | On-Site Preparation? Yes <input type="checkbox"/> No <input 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? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many? <small>see attached seating notes</small> | Public Water Stations Provided? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many? see attached |
| Restroom Facilities | Existing/Built-In <input type="checkbox"/> Portable <input checked="" 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"/> Ticket Sales on Site? Yes <input type="checkbox"/> No <input 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"/> |
| 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 Interim Guidance for Businesses and Employers 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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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



HealthyVerify Procedures

Ballet Arizona

December 15, 2020

These policies and procedures (“Procedures”) are intended to help Ballet Arizona reduce the risk that infectious diseases, including COVID-19, will be transmitted at its facilities. While no precautions can fully eliminate the risk of disease transmission, these Procedures are intended to create a healthier environment at Ballet Arizona and to provide it with key guidance concerning applicable government recommendations.

The Procedures therefore incorporate, and in some cases expand upon, portions of the Occupational Safety and Health Administration’s (“OSHA”) guidance, the Centers for Disease Control and Prevention’s (“CDC”) recommendations, and state-level recommendations from the Arizona Department of Health Services (“ADHS”). Additionally, some provisions were specially developed by HealthyVerify for Ballet Arizona.

HealthyVerify will continue monitoring government recommendations and medical research throughout the period of your certification. Consequently, as our collective understanding of COVID-19 continues to improve, these Procedures will be subject to change. Further, HealthyVerify will continue monitoring the extent of COVID-19’s community spread in your region, which may also cause HealthyVerify to issue amendments to these Procedures.

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I. Employees

This Section sets out provisions intended to protect Ballet Arizona’s employees (“Employees”) and prevent them from spreading COVID-19 at Ballet Arizona’s facility (the “Facility”). For purposes of these Procedures, “Employees” includes Ballet Arizona dancers. The provisions incorporate portions of OSHA’s guidance and elements of the CDC recommendations that were in place as of July 17, 2020.

A. Training

All Employees will be trained on the procedures and requirements in this document that affect them, and Ballet Arizona shall ensure that these Procedures are implemented consistently throughout its entire certification period. More specifically, this responsibility will lie with the Employees that Ballet Arizona designates as Health Safety Managers, as described in more detail in Section IX.

B. Reducing Employee Risk

Different Employees will face different levels of risk pursuant to OSHA’s classifications. Employees working with students and the public are classified as having a Medium Exposure Risk to COVID-19. This category is for jobs that require interfacing with the general public. On the other hand, Employees who do not directly interact with the general public, such as administrative/office staff, will mostly fall into the Low Exposure Risk category.

OSHA recommends that employers develop an Infectious Disease Preparedness and Response Plan for Low and Medium Exposure Risk settings. The procedures outlined in this document are intended to constitute such a plan for Ballet Arizona.

C. Monitoring Employee Health

Ballet Arizona will monitor its employees’ health by having them submit to a web/app-based symptom screening questionnaire each day before they enter the Facility. When the symptom-screening program flags an employee, Ballet Arizona will contact the Employee and ask three questions adapted from the CDC’s symptom-screening questionnaire. Employees who answer “yes” to any question must stay home for a timeframe prescribed by the CDC.

1. Employee Symptom Screening

Each day an Employee intends to enter the Facility, they must first provide answers to a web/app-based symptom-screening questionnaire. Whenever this program flags an Employee as having a moderate or substantial risk of a COVID-19 infection, Ballet Arizona will contact the Employee and ask the following specific questions:

- a. Have you been in close contact with a person known to have COVID-19 since the last time you came to work?¹
- b. Have you had a fever of 100.4F or higher in the last 24 hours?²
- c. Do you have any new and unusual cough, shortness of breath, chills, sore throat, muscle pain, diarrhea, or loss of taste or smell?

Whenever an Employee expresses uncertainty if a symptom is new/unusual, Ballet Arizona will require them to stay home for one day and then question them again. During these conversations, Ballet Arizona will encourage its Employees to be forthright and remind them that no adverse employment action will be taken as a result of their response.

Upon this further questioning, if an Employee answers any question in the affirmative, they must refrain from entering the Facility until the timeframes described under Subsection 2 expire.

2. Returning to Work After Illness or Close Contact

Any Employee exhibiting the symptoms listed in Section (I)(C)(1) or who have come into close contact with a person diagnosed with COVID-19 will only be permitted to return to work under the following circumstances:

- **If an Employee either (a) reports symptoms of COVID-19 or (b) receives a positive test result**, through PCR or antigen testing, the employee may return to work after they have no fever for 24 hours (without the use of fever-reducing medicine), their other symptoms have improved, and 10 days have passed since symptoms first appeared. If the Employee has no symptoms, they need only wait 10 days after the test.
- **If an Employee has symptoms but receives a negative test result for COVID-19**, through PCR or antigen testing, the employee may return to work after they have no fever for 24 hours (without the use of fever-reducing medicine) and their other symptoms have improved.
- **If the Employee has close contact with a person who tested positive for**

¹ For the purposes of this question, “close contact” shall be defined on the questionnaire pursuant to the CDC’s definition and in plain, easy to understand language. *Interim U.S. Guidance for Risk Assessment and Work Restrictions for healthcare Personnel with Potential Exposure to COVID-19*, CDC: Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html> (updated Jun. 18, 2020). The CDC defines “close contact” as “a) being within 6 feet of a person with confirmed COVID-19 or b) having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19,” e.g., being coughed on. *Id.*

² Ballet Arizona will make no-touch infrared thermometers available for employees to check their temperatures.

COVID-19 (at home or otherwise) but is not currently symptomatic, the Employee must stay home for 14 days and monitor the potential development of symptoms.

Ballet Arizona shall encourage these Employees to call their health provider for advice on testing for COVID-19.³ Ballet Arizona will facilitate flexible sick leave policies and remote working or telecommuting options, where possible, that enable Employees to stay home when they are sick or when they have been exposed to a person with COVID-19.⁴

D. Action Plan for a Confirmed COVID-19 Case

In the event an Employee is confirmed to have contracted COVID-19, Ballet Arizona shall:

1. Ensure the Employee understands how long they must stay home;
2. Identify all Employees who were exposed to the infected individual (while maintaining the Employee's anonymity);
3. Notify the Employees who were exposed that they came in proximity to an infected individual;
4. Advise the exposed Employees that they may continue reporting to work unless their exposure amounted to "close contact" per the CDC's definition;
5. Remind the Employees of the importance of following these Procedures, including wearing a mask, maintaining social distancing, and frequently disinfecting their hands; and,
6. Strongly encourage all potentially exposed individuals to get testing if any additional employees develop symptoms.

These steps should be taken along with the Infected Persons Protocol described in Section (VIII).

E. Protective Attire

This Section will describe the protective attire that Employees must wear at the Facility while these Procedures are in effect.

1. Masks

Employees shall wear masks whenever they are in the Facility, except for when they

³ See *COVID-19 Testing Locations*, Arizona Department of Health Services, <https://azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-testing> (listing testing locations)

⁴ This provision is in accordance with CDC and ADHS recommendations.

are eating, drinking, working in a private office (with no reason to expect guests), engaged in vigorous physical activity, or using restroom that is reserved for Employees only. These masks may be disposable or made of cloth. If made of cloth, the masks shall conform to the CDC's guidance on homemade face coverings.⁵

2. Gloves

Employees do not need to wear gloves unless a specific procedure below states otherwise.

3. Eye Protection

Employees are not required to wear eye protection unless a specific procedure provides otherwise. In those instances, goggles or face shields may be used as eye protection.

F. Respiratory Etiquette and Social Distancing

Employees must adhere to social distancing guidelines, meaning they should stay 6 ft. away from others whenever possible. Employees shall also refrain from touching their faces, mouths, and eyes as much as possible. They shall also avoid shaking hands and must practice respiratory etiquette. Respiratory etiquette includes covering coughs with a tissue and throwing the tissue away, sneezing into one's upper sleeve instead of one's hands, and washing one's hands or using hand sanitizer after coughing or sneezing.

G. Hand Cleaning & Disinfection

This Section will describe how to keep employees' hands as clean and germ-free as possible.

1. When to Disinfect Hands

Employees must regularly disinfect their hands. The more frequently it happens, the better. At a minimum, they must disinfect their hands at the following times:

- After blowing their nose, coughing, or sneezing;
- After using the restroom;
- Before eating or preparing food;
- After contact with animals or pets; and,
- After using shared equipment.

⁵ See *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*, CDC: Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> (updated Jun. 28, 2020).

They should also disinfect their hands after they touch their face. Again, hand sanitizer is only effective when one's hands are visibly clean.

2. Washing Hands

Employees should primarily keep their hands germ-free by washing them with soap and water. This is because soap and water, used together, both cleans and disinfects one's hands.

To properly wash their hands, employees must wet their hands, apply soap, and then scrub vigorously for 20 seconds, including areas like their wrists and beneath any jewelry. Then, they should rinse and dry their hands.

3. Hand Sanitizer

Employees may also use hand sanitizer to disinfect their hands, so long as it consists of at least 60% alcohol, per CDC guidelines. However, they must understand that hand sanitizer does not clean—it only disinfects—and is therefore ineffective when one's hands are visibly dirty.

To properly use hand sanitizer, employees must apply the sanitizer to their hands and rub it all over until their hands feel dry. This usually takes about 20 seconds.

H. Meetings

Ballet Arizona will adopt the following practices for meetings:

- In-person meetings will be avoided *whenever possible* and virtual platforms used as an alternative.
- Where in-person meetings are unavoidable, Ballet Arizona shall ensure that social distancing is maintained to the greatest extent possible, meaning that employees should keep a 6 ft. distance from one another when they can, and the size of the meeting shall be limited to 10 or less people unless otherwise necessary. All participants shall wear masks except when engaging in vigorous physical activity, and the meetings will be held in the largest space practical. Confined areas, such as conferences rooms that require attendees to be in close proximity, should be avoided.
- Common or shared sources of food such as buffets, potlucks, water fountains, etc. are prohibited.
- Any equipment used in meetings should be disinfected with either alcohol wipes or a disinfectant spray containing at least 70% alcohol prior to use, pursuant to the methods described under Section (VIII).

I. Waiver

Ballet Arizona shall require all individuals who enter the Facility to agree to a liability waiver intended to prevent the City of Phoenix from facing liability in the event that someone who enters the Facility becomes infected with COVID-19. As stated elsewhere in these Procedures, it is impossible to fully eliminate the risk of COVID-19 spreading at Ballet Arizona's Facility.

II. Administrative Office

This Section will describe the procedures that apply to Employees working in Ballet Arizona's administrative office.

A. Teleworking Encouraged

Ballet Arizona should continue its policy of having as many Employees work remotely as possible.

B. Shared Supplies Limited

To the greatest extent possible, Ballet Arizona should supply each Employee in the office with their own materials, such as computers, staplers, phones, pens, hole punchers, etc.

C. Disinfecting Shared Objects

For any object that must be shared, such as a printer/copier machine, coffee machine switches, or water cooler, Employees should disinfect such objects before and after using them as described in Section (VIII).

D. Social Distancing Required

Employees must keep 6 feet of distance between themselves and others under all circumstances.

E. Disinfecting High-Touch Fixtures

Every three hours, an Employee should disinfect any fixtures that have been in use, such as (for example) light switches, doorknobs, and high-touch areas in the bathroom.

III. The School of Ballet Arizona

This Section will describe the procedures for The School of Ballet Arizona, with an emphasis on the requirements for students and their families.

A. Pre-Class & Student Pick-Up Procedures

This Section will set forth the procedures for drop-offs and pick-ups, as well as the family attendance policy and certain health monitoring requirements.

1. Monitoring Student Health

Students shall be subject to a temperature check via a laser thermometer upon entering the Facility. These temperature checks will be conducted at the front desk. Additionally, parents must inform Ballet Arizona if their child (a) has come in close contact with a confirmed case of COVID-19, (b) tested positive for COVID-19, or (c) is experiencing any symptoms of COVID-19 as described in Section (I)(C)(2).

If a student has come in close contact with a confirmed case of COVID-19, tested positive for COVID-19, or is experiencing any symptoms of COVID-19, including but not limited to fever, they may only return to class in accordance with the timeframes set forth in Section (I)(C)(3).

In the event that parents must enter the Facility, they shall be subject to the same criteria as their children.

2. Ready on Arrival

Dressing rooms will remain closed for the time being. Therefore, students must arrive fully dressed and ready to dance.

3. Hand Sanitizer

Ballet Arizona shall ensure that (a) hand sanitizer is always available near the entry point for students and (b) all students properly apply hand sanitizer upon entering the Facility.

4. Staggered Drop-Off & Pick-Up

Students will be dropped off at the Facility within 15 minutes of the start of their class and be picked up promptly at the end of class. Additionally, Ballet Arizona shall inform parents which parking areas they should use when dropping off and picking up their children. Ballet Arizona reserves the right to fine families who do not pick their children up in a prompt fashion.

Ballet Arizona students will arrive only within 15 minutes of their scheduled class time. If students arrive more than 15 minutes before their class, an Employee or volunteer will request that they wait outside in a socially distanced manner until it is their turn to enter. Markings are placed on the sidewalk leading up to the Facility's entrance at 6-foot intervals, as well as inside the lobby, to encourage attendees to maintain social distancing as they arrive and depart.

5. Mask Wearing Upon Arrival and While Waiting to Depart

All students must wear masks in common areas. Ballet Arizona should have extra masks near its entrance in case a student forgets their mask at home.

6. Additional Materials Needed

In addition to bringing a mask, students must bring a towel, any necessary medications, and a water bottle, as Ballet Arizona's water fountains will remain closed for the time being. These materials will be kept in an assigned location during class, to be separate from other students' materials.

7. No Congregating in Lobby

To facilitate proper social distancing, Ballet Arizona will ensure that students do not congregating in its lobby. After students have their temperatures taken, they will proceed to the lobby. Students will then be escorted to class by a staff member.

During this time, students will be required to maintain 6 feet of distance from others, which will be assisted by floor markings in the entry corridor.

8. Social Distancing

As a general rule, students will be required to maintain six feet of distance between themselves, Employees, volunteers, and other students. Employees and volunteers will monitor students and encourage them to comply with the social distancing policy.

B. Classes

This Section will describe procedures that apply to The School of Ballet Arizona's classes.

1. Size of Classes

Each class will have no more than 1 student per 113-square-feet of classroom space, per FEMA's social distancing recommendations,⁶ except this number shall be limited as necessary to ensure that students maintain 6 feet of distance from others on the ballet barre.

2. Masks

Inside the studio, employees will encourage but not require students to wear masks for the duration of class, except for any students under the age of 5 and those with breathing difficulties. Masks are required at all times in common areas.

⁶ *Understanding the Impact of Social Distancing on Occupancy*, U.S. Fire Administration, https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html (last reviewed by agency on Jun. 3, 2020).

3. Social Distancing

Ballet Arizona has reconfigured its classes to ensure that all students will maintain social distancing throughout the duration of each class. Its rooms have floor markings to assist students in maintaining distancing.

4. Hand Sanitizer

Each classroom shall have a hand sanitizing station for students and employees to use.

5. Designated Barre Spaces

Each student and their teacher will have a designated space on the barre, to prevent multiple students from contacting the same location without adequate disinfection.

6. No Teacher Contact

For the time being, teachers will only make contactless corrections, using verbal and visual means of communications. The verbal and visual connections shall be made at a minimum distance of 6 feet from all students.

7. Student Illness

If a student falls ill during class, they will be moved to a designated isolated space within the building to wait for their parents. Ballet Arizona shall require parents to pick up ill children as promptly as possible. Any Employee waiting with the student shall wear a mask, eye protection, and gloves.

As soon as the student departs, Ballet Arizona will disinfect all surfaces that the student contacted.

8. Ventilation

Ballet Arizona's HVAC system does not circulate air from one classroom into another but instead only circulates air from outside the Facility. Nevertheless, several classrooms have doors to the outside, and Ballet Arizona will keep those doors open when weather permits.

9. Breaks

During the break, students will be monitored to ensure they are remaining 6 feet apart from each other.

If students need to use the restroom during a break, only 3 may go at a time.

C. Disinfection Between Levels

In between levels, Ballet Arizona will disinfect all rooms that have been used by students.

First, Employees will clean and disinfect all high-touch surfaces in the room in accordance with the procedure described in Section (VIII)(A). Then, it will employ its newly acquired wet fog machine. Employees using the machine will wear protective gear including a full body suit.

IV. Ballet Arizona Dance Company

The Dance Company's operations consist of classes, rehearsals, and performances. This Section will address the procedures applicable to classes and rehearsals.

A. Masks

Everyone but dancers shall be required to wear masks. Dancers shall also be required to wear masks whenever they are not dancing.

Although Ballet Arizona will not require dancers to wear masks while dancing, dancers should still be encouraged to do so, especially during rehearsals where some will come in close contact with other dancers. In encouraging dancers to wear masks, Ballet Arizona shall remind dancers that COVID-19 is primarily thought to be transmitted through the air when individuals are in close contact. Further, dancers shall be reminded of the consequences that an outbreak would pose for themselves, other dancers, their family members, and the Dance Company as a whole, which could need to cancel performances and temporarily halt its operations.

B. Social Distancing

All Employees shall be reminded to maintain social distancing to the greatest extent possible under the circumstances, including dancers, although during rehearsals they will be required to come in close contact with, and actually contact, other dancers.

Floors and ballet barres will be marked at 6-foot intervals to assist dancers in maintaining as much physical distance as possible between themselves and others.

C. Hand Washing

All Employees shall wash their hands prior to class. During rehearsals, when one dancer must touch another, they shall wash their hands as soon as practicable afterwards.

D. Hand Sanitizer

Every practice and rehearsal room shall contain a hand sanitizer station with filled bottles of hand sanitizer. Employees shall not linger around the hand sanitizer station.

E. Water Bottles

Employees shall bring water bottles to practices and rehearsals, as all the water fountains will remain closed. Employees will be able to access water via water coolers.

V. Performances

Ballet Arizona plans to resume in-person performances sometime in mid-October. When performances resume, they shall follow the procedures described herein.

A. **Pre-Performance Communications with Attendees**

Prior to the day of a performance, Ballet Arizona will communicate with attendees, via either email or written correspondence, and request that they take their temperature before the show and contact Ballet Arizona if they have recently had a temperature above 100.4F, any other symptoms of COVID-19, or have been in close contact with a confirmed case of COVID-19 during the 14 days leading up to the performance. Ballet Arizona shall only allow these individuals to attend the performance if they meet the CDC's general requirements for ending home isolation, which are set forth in Section (I)(C)(2).

B. **Signage**

Ballet Arizona shall post signs informing attendees that they must maintain social distancing, regularly disinfect their hands, and keep their masks on except for when they are eating or drinking.

C. **Limited Attendance**

Ballet Arizona will restrict attendance to a number in accordance with the Arizona Department of Health Services' *Requirements for Indoor Theaters*.⁷

D. **Arrival Times**

Ballet Arizona shall request that attendees only arrive 30 minutes to 10 minutes before the performance is scheduled to begin.

E. **Waiting to Enter**

Markings shall be placed on the sidewalk leading up to the Facility's entrance at 6-foot intervals to encourage attendees to maintain social distancing while they wait outside.

F. **Touchless Ticketing**

Ballet Arizona shall employ touchless ticketing to limit the extent to which Employees contact objects that attendees have touched.

⁷ *Requirements for Indoor Theaters*, Ariz. Dep't of Health Svcs., <https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/community/indoor-theaters.pdf> (last updated Aug. 10, 2020).

G. Assigned Seating

Ballet Arizona will assign each group of attendees to seats in a manner that keeps them 6 feet apart from other groups.

H. Staggered Entrance & Exit

Ballet Arizona will announce when each group of attendees may enter and exit the seating area. It will have one row of attendees enter and exit at a time. Additionally, when attendees begin entering, Ballet Arizona will request that they maintain six feet of distance from other groups.

I. Masks

For the time being, Ballet Arizona will require attendees to wear masks for performances. The attendees must put on their mask no later than when they get in line outside the Facility (or enter the Facility if there is no line), and they may not remove them—except as needed to eat or drink—until they leave the Facility.

J. Food & Drink

Ballet Arizona will postpone its service of food and drinks to patrons before and after performances, except in the Donor Lounge under the conditions described below.

K. Restrooms

Ballet Arizona will block off sinks and urinals as needed to facilitate the social distancing of those in the restrooms.

VI. Donor Lounge

Ballet Arizona offers a 5,000 square foot lounge to certain donors, where they may mingle with Employees and other patrons (“Guests”) over food and drinks. This Section will describe the procedures that apply to the Donor Lounge.

A. Limited Occupancy

For the time being, Ballet Arizona will limit the Donor Lounge’s occupancy to 50 individuals, including Employees.

B. Masks

As in all other facets of Ballet Arizona’s operations, Employees in the Donor Lounge will wear masks, with the exception of employees who are present to mingle with guests and may remove their masks to drink and eat food. Non-Employee Guests will be reminded by signs and Employees, when necessary, to wear masks.

C. Food Offerings

Although shared food is generally offered in the Donor Lounge, this service will be discontinued while these Procedures are in force. Instead of offering shared food, Ballet Arizona will make separately packaged food available to guests.

D. Food Handling

To the extent that any Employees in the Donor Lounge are engaged in food service, they shall adhere to these procedures:

- Follow all applicable state and local food regulations for safe food handling, in addition to the FDA's 4 key steps to food safety.⁸
- Wash, rinse, and sanitize food contact surfaces such as food equipment after each use using an EPA-registered disinfectant.
- Wrap food containers to prevent cross-contamination.
- Discontinue use of any kind of shared serving methods, such as salad bars, self-service buffets, or beverage service stations, napkin dispensers, utensil dispensers, or condiment stations.
- Ballet Arizona shall offer food handler retraining to its employees that handle food. Employees handling and serving food shall wear masks and gloves at all times.
- Any third-party food companies that make deliveries to facilities or campuses should be updated regarding the social distancing and mask wearing policies included in this document.
- Ensure that any machines used to wash plates, bowls, dishes, and/or silverware are properly operating. Note that the use of disposable plates and silverware is preferred.

E. Avoiding Contact with Guests

To minimize bartenders' contact with Guests, Ballet Arizona should consider implementing a system for contactless transactions. For example, guests could receive drink tickets, drop them in a jar when they order, and place their used glasses in a bin.

F. Bartender Hand Sanitation

Bartenders shall disinfect their hands whenever they touch an object that a Guest has touched, such as a used glass, cash, or credit card (if applicable). In keeping with the procedure described in Section (I)(G), bartenders may use hand sanitizer unless their hands are visibly dirty, in which case they must be washed.

⁸ The FDA's Safe Food Handling guide is available at <https://www.fda.gov/media/91319/download>.

G. Social Distancing

Everyone in the Donor Lounge must maintain a 6-foot distance from individuals not in their immediate family. Employees should serve as role models and politely back away from Guests who come within 6 feet of them.

VII. Dancer Lounge

This Section will described procedures that apply to Ballet Arizona’s Dancer Lounge, which contains exercise equipment for dancers’ use.

A. Occupancy Limitation

The Dancer Lounge’s occupancy should be limited to no more than 20% of its typical maximum occupancy. As community spread decreases, this number may be adjusted upwards in accordance with guidance from the Arizona Department of Health Services.

B. Social Distancing

As with other aspects of Ballet Arizona’s operations, all individuals must maintain social distancing while in the Dancer Lounge.

C. Face Coverings

All individuals must wear face coverings in the Dancer Lounge.

D. Cleaning & Disinfecting Equipment

All equipment in the Dancer Lounge must be cleaned and disinfected after each use in accordance with Section (VIII).

VIII. Cleaning and Disinfection

Employees and any cleaning staff shall follow the CDC’s Disinfecting Facilities Guide instructions that apply to the item being cleaned. These instructions are detailed below.

A. High Touch Surfaces

High-touch surfaces include, tables, chairs, ballet barres, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets, floors, and sinks. These surfaces must first be cleaned with soap and water, rinsed, as possible and then disinfected with an EPA-registered disinfectant, such as Madacide-1. High touch surfaces that are electronics, and therefore are not suitable for cleaning with soap and water, are addressed in Subsection C below. The disinfectant used must be one of the following:

- An EPA-registered disinfectant.⁹
- A diluted household bleach solution mix with:
 - (1) 5 Tablespoons (1/3 cup) bleach per gallon of water OR
 - (2) 4 Teaspoons bleach per quart of water.
- An alcohol solution with at least 70% alcohol.

High touch surfaces shall be cleaned and disinfected at least once every 2 to 3 hours. When using either the bleach or alcohol-based solution described above, the solution will be left on surface for at least 1 minute prior to wiping clean. The employee cleaning the surface shall wear gloves and ensure good ventilation while disinfecting.

Please note that although Ballet Arizona's fog machine will add a further measure of protection for its Employees, students, and guests, according to CDC guidelines, fogging alone does not meet the criteria for an effective disinfection protocol.

B. Soft Surfaces

Soft surfaces include any carpeted floor, furniture, rugs, and drapes. Soft surfaces must be cleaned as often as OSHA guidelines normally require. Soft surfaces shall be treated, as appropriate, according to one of the following procedures:

- Cleaned using soap and water or with cleaners appropriate for these surfaces.
- Laundered according to the manufacturer's instructions. The warmest appropriate water setting shall be used, and items will be dried completely.
- Disinfected with an EPA-registered disinfectant.

C. Electronics

Electronics include touch screens, keyboards, tablets, and remote controls. Electronics shall be cleaned based on their number of users. Devices used by one employee shall be cleaned once daily, and devices used by multiple users shall be cleaned after each user is finished using the device. If possible, wipeable covers will be placed on electronics. Electronics will be cleaned as follows:

- By following the manufacturer's instructions for cleaning, OR

⁹ Products that are EPA List N disinfectants shall be used. Current List N disinfectants may be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Disinfectants that are not included on List N must carry a label that features an EPA registration number and lists human coronavirus as a target pathogen. If the product does not, a bleach solution or alcohol solution, as described in Subsection VI(A) above, shall be used instead.

- If unavailable, with alcohol-based wipes or sprays containing at least 70% alcohol. Surface will then be dried thoroughly.

IX. Infected Persons Protocol

In the event Ballet Arizona becomes aware that a person infected with COVID-19 has entered its Facility, the steps below shall be taken. These steps describe the procedure to be followed concerning both infected persons and areas occupied by that person or persons.

A. Infected Persons

Ballet Arizona shall separate individuals exhibiting COVID-19 symptoms immediately. These employees and students should be sent home as soon as possible. If any person exhibiting COVID-19 symptoms cannot leave the Facility immediately, he or she will go to Ballet Arizona's Quarantine Area. Individuals assisting others in the Quarantine Area shall wear masks, goggles, and gloves.

If it is later confirmed that the symptomatic individual has COVID-19, Ballet Arizona shall inform everyone who came in close contact with the infected individual. If the individual came in close contact with any students, the parents of those students should be informed.

B. Occupied Areas

If Ballet Arizona determines that a person infected with COVID-19 has entered its Facility, Ballet Arizona will ensure that all areas where the infected person is known to have entered are cleaned as soon as possible pursuant to the methods described under Section (VIII). Ballet Arizona will first run its fog-based machine to disinfect the area and then thoroughly clean all surfaces the individual may have contacted, before running the fog-based machine again.

X. Compliance

To ensure that these procedures are fully implemented in all its schools and facilities, Ballet Arizona will designate certain employees as Health Safety Managers and Health Safety Specialists. These designations and the scope of responsibilities assigned will be determined as Ballet Arizona deems appropriate.

A. Health Safety Manager

Ballet Arizona shall designate one employee at each of its schools and facilities as that location's Health Safety Manager. Health Safety Managers will be responsible for ensuring that the procedures outlined in this document are implemented at that Manager's location. Health Safety Managers will follow a daily checklist to ensure that the tasks outlined in this document are completed. The checklist will include:

- Monitoring cleaning frequency of high touch surfaces and ensuring high touch surface signs are updated according to cleaning schedules.

- Ensuring protective attire (masks, gloves) is worn by employees.
- Ensuring daily screening is performed before each employee begins work.
- Ensuring social distance is being promoted among employees, students, and visitors.
- Monitoring employees and students for visible signs of COVID-19.
- Ensure there are adequate supplies of paper towels, tissues, disinfectant wipes, or sprays, and no-touch trash cans.
- Handle communication with parents and guardians relating to COVID-19. [This is a suggestion. Ballet Arizona has discretion in making this delegation.]

B. Health Safety Specialists

Health Safety Managers may appoint other Ballet Arizona employees as Health Safety Specialists to carry out specific disinfection, cleaning, or other needs. Health Safety Specialist responsibilities may include all or part of the Ballet Arizona employee's job during their shift. These responsibilities shall be determined at the discretion of the Health Safety Manager and may be as limited or extensive as is deemed appropriate by Ballet Arizona.

***Note: Implementation of these HealthyVerify Procedures will not eliminate the risk of disease transmission. Employees, students, patrons, and others may still become ill or transmit diseases to one another despite these Procedures being followed.**



2324 E University
Dr.

OFFICE KEEPERS
complete janitorial services

Mesa, AZ 85213

Regarding Covid-19 Standards:

At Office Keepers we have been keeping up with CDC guidelines, as well as recommendations from The Worldwide Cleaning Industry Association (ISSA), and have been taking important steps to ensure the safety of our customers, as well as our cleaning crews.

In accordance with CDC we as a company have been taking the following measures regarding cleaning crews:

- Requiring cleaning staff to wear masks and gloves at all times when performing cleaning services.
- Replacing cleaning staff with a trained replacement crew at the first signs cleaning crew is not feeling well.
- Supervisors and staff have received GBAC and BSCAI certification in Covid-19 cleaning and disinfecting.

Office Keepers uses CDC recommended and EPA approved cleaning chemicals approved to kill SARS-Cov-2, the virus that causes COVID-19.

The following areas will be cleaned and disinfected after each performance to help prevent the spread of Covid-19:

- 2 – 20' Mobile Mini Open Bay Office used as dressing rooms
- 1 – 3 stall Royal Restrooms trailer (staff)
- 1 – 9 stall Royal Restrooms trailer (public) (will be spot-cleaned by a “porter” visibly during performances)

IDENTIFICATION VERIFICATION (IDV) AND ALCOHOL CONTROL

PURPOSE: When alcohol is sold at any event, there are certain liquor laws that must be followed. Violation of these laws can cause the event to lose its liquor license and/or individuals/businesses involved in the distribution of alcohol at the event can be cited. When Clients hire PRO EM to handle all IDV and alcohol control, we bear the responsibility and liability of maintaining compliance to AZ Title IV. We perform these duties to protect our Client and our Guests.

COVID-19 PROTOCOLS: When validating ID's, it is necessary to carry out the examination face-to-face so that the ID can be properly verified. In order to protect our Associates health and that of our Guests, PRO EM has instituted the following policies:

1. All Associates will be required to wear a face mask, face shield, and gloves.
2. Guests are to remove their face mask so the Associate may visually confirm that the license. Once confirmation is complete, the Guest is to immediately reposition the mask.

IDENTIFICATION VERIFICATION: When determining if a Guest is permitted to buy and/or consume alcohol at the event, follow these steps:

1. Demand identification (ID) from the Guest.
2. Examine the ID to determine that it reasonably appears to be a valid, unaltered identification that has not been defaced.
3. Examine the photograph on the ID to determine that the Guest reasonably appears to be the same person on the ID.
4. Determine the Date of Birth (DOB) on the ID indicates the Guest is not under the legal drinking age.
5. DOCUMENT either with ID Scanner (IDV machine) or paper and pen.

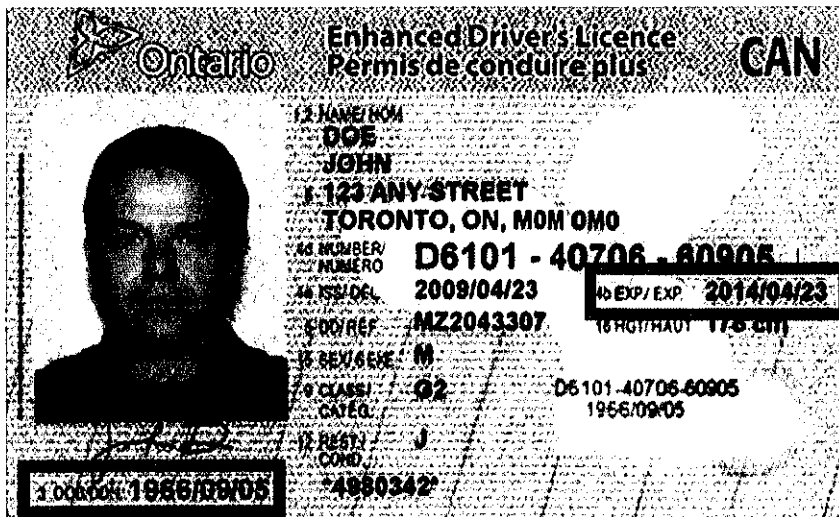
ACCEPTABLE FORMS OF IDENTIFICATION: There are 5 forms of identification (ID) that are acceptable for alcohol verification. With all forms of ID, check the edges, picture, etc. to make sure it is not counterfeit, fraudulent, or altered. Prior to checking any ID, have the Guest remove his hat, sunglasses, face mask, or any other object that impedes your ability to compare his face to the picture on the ID. Please note, there are other types of identification that can be used for various things, such as travelling, but only those listed below can be used for alcohol verification.

1. Driver's License that must contain the following:
 - a. Be unexpired
 - i. For Arizona licenses only: If the ID indicates "Under 21 until XX/XX/XXXX" and the licensee has turned 21 within 30 days of the date listed, the ID is still considered valid.
 1. Once the licensee has reached 31 days of the date listed, the ID is considered invalid for alcohol purposes. The licensee is not permitted to drink alcohol at the event, unless a secondary form of acceptable identification can be provided.
 2. In the example below, Janice Sample would be permitted to use this ID from 2/1/2017 through 3/1/2017. However, on 3/2/2017 she would

need to provide another form of acceptable identification if she chose to drink alcohol at the event.



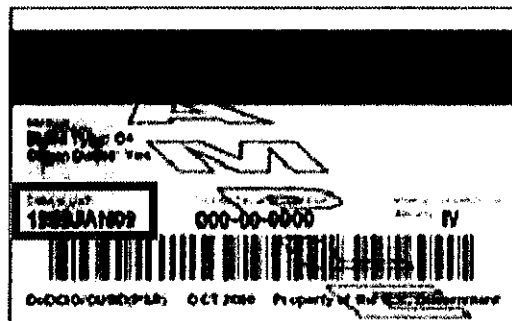
- b. Issued by:
- i. Any state within the United States
 - ii. The District of Columbia (Washington D.C.)
 - iii. Any U.S. Territory -OR-
 1. American Samoa
 2. Guam
 3. Northern Mariana Islands
 4. Puerto Rico
 5. U.S. Virgin Islands
 - iv. Canada



- c. Show picture of licensee
- d. Display Date of Birth (DOB)

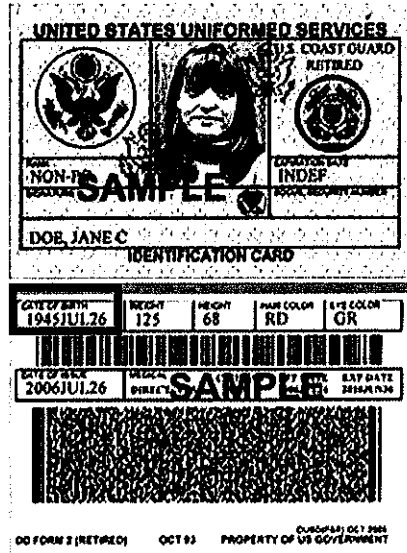


2. Nonoperating Identification Card that must contain the following:
 - a. Be unexpired
 - i. For Arizona identification cards only: If the ID indicates "Under 21 until XX/XX/XXXX" and the licensee has turned 21 within 30 days of the date listed, the ID is still considered valid.
 - b. Issued by:
 - i. Any state within the United States
 - ii. The District of Columbia (Washington D.C.)
 - iii. Any U.S. Territory -OR-
 1. American Samoa
 2. Guam
 3. Northern Mariana Islands
 4. Puerto Rico
 5. U.S. Virgin Islands
 - iv. Canada
 - c. Show picture of licensee
 - d. Display Date of Birth (DOB)
3. Armed Forces identification that must contain the following:
 - a. Be unexpired
 - b. Show picture of licensee
 - c. Display Date of Birth (DOB) notated on the backside of ID
 - d. Types of military identification:
 - i. Active Duty



ii. Retired (Blue)

1. United States Uniformed Services Identification Card



iii. Reserve (Green)

1. Armed Forces of the United States Geneva Conventions Identification Card




iv. Reserve Retired (Pink)

1. United States Uniformed Services Identification Card



v. Dependent (Orange)

1. United States Uniformed Services Identification and Privilege Card

- a. For any passport or other identification that is not scannable, take a picture of the front and back of the ID. Make sure the picture is clear in case it needs to be reviewed for verification purposes.
- b. To scan:
 - i. Line up the infrared laser with the barcode and click on any of the 4 "Scan" buttons.
 - ii. If eligible to drink alcohol, the scanner will show a green "OK" box and have a high-pitched ding.
 - iii. If not eligible to drink alcohol, the scanner will show  with a low-toned buzzing sound.
- c. To take a picture:
 - i. From the main screen, click on "Free Pic" to access the camera.
 - ii. Once the photo is taken, click on the checkmark to save the picture. If a new one needs to be taken, click on the "X" to delete.
 - iii. Take a picture of both the front and back of the ID.

HOW TO WRISTBAND: This is the final step for Identification Verification as it lets bartenders know that the Guest has been vetted for eligibility to consume alcohol. All wristbands must be put on by PRO EM Associate or designated event staff.

1. Some events will have a pre-determined wrist for place the 21+ wristband on. If there is not a specific wrist, just remain consistent with which one you choose to place the wristband for all eligible Guests.
2. When putting on the wrist, place two fingers in between the Guest's wrist and the wristband. This helps to ensure the wristband is not too tight for comfort and not too loose to where the Guest can remove it and potentially place on someone else's wrist.
3. When removing the sticker cover, dispose of it in the nearest trashcan. Do not throw these on the ground as it makes our area appear unkept.

ALCOHOL CONTROL: During the course of the event, Associates are responsible for monitoring intoxication levels for each Guest. When/If a Guest appears overly intoxicated, PRO EM is must remove the Guest from the event and try to find him a safe ride home.

1. Permissible amounts for delivery to one person at one time:
 - a. 50 ounces (4.12 bottles) of beer
 - b. 1 liter (bottle) of wine
 - c. 4 ounces of spiritous liquor
2. Times to serve and consume alcohol
 - a. Alcohol can be served by an on-sale or off-sale retailer anytime between 6:00AM- 2:00AM
 - b. Alcohol can be consumed at an on-sale retailer anytime between 6:00AM- 2:30AM.
3. 30-Minute Clock and Ejection



- a. If a Guest is showing multiple signs of intoxication, the 30-minute clock immediately starts. Meaning, Associates have 30 minutes to remove the Guest from the event and try to find him a safe ride home.
- b. Some obvious signs of intoxication:
 - i. Bloodshot eyes
 - ii. Slurred speech
 - iii. Smell of alcohol on breath
 - iv. Loss of balance
- c. Removal of overly intoxicated Guest:
 - i. Never remove a Guest alone; always have 2 guards per 1 Guest.
 - ii. Respectfully let the Guest know he must leave the premises due to being too intoxicated.
 - iii. Remove his wristband
 - iv. Begin to guide him out of the event
 1. If the Guest becomes argumentative, continue to speak with him while guiding him off the premises.
 2. If the Guest becomes combative:
 - a. If the Associate has passed the Defensive Tactics II class, he can handle the situation based off the training.
 - b. If the Associate has not taken/passed Defensive Tactics II, contact the Supervisor.
- d. How to find the Guest a ride home:
 - i. Ask if anyone accompanied him to the event. If so, let other person(s) know the Guest must leave and ask who is the designated driver.
 - ii. Ask the Guest if he has a Rideshare account to request a car.
 - iii. Give the Guest the phone number to a cab company, for example:
 1. Discount Cab: (602) 200-2000
 2. Yellow Cab: (480) 888-8888
 - iv. If the Guest has his car keys and is insistent upon driving himself home, Associates cannot stop him.
 1. Remind the Guest that once he leaves the property, he may be pulled over by police.
 2. Let on-site law enforcement know and they can handle the situation accordingly.

ALCOHOL CONTROL LAWS: The laws pertaining to alcohol control are listed under the Arizona Revised Statute, Title 4.

1. § 4-101: Definitions

- o "Act of violence" means an incident consisting of a riot, a brawl or a disturbance, in which bodily injuries are sustained by any person and such injuries would be obvious to a reasonable person, or tumultuous conduct of sufficient intensity as to require the intervention of a peace officer to restore normal order, or an incident in which a weapon is brandished, displayed or used.

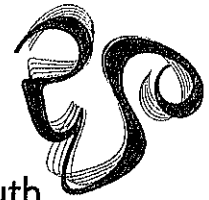
- "Beer" means any beverage obtained by the alcoholic fermentation, infusion or decoction of barley malt, hops, or other ingredients not drinkable, or any combination of them.
- "Broken package" means any container of spirituous liquor on which the United States tax seal has been broken or removed, or from which the cap, cork or seal placed thereupon by the manufacturer has been removed.
- "Distilled spirits" includes alcohol, brandy, whiskey, rum, tequila, mescal, gin, absinthe, a compound or mixture of any of them or of any of them with any vegetable or other substance, alcohol bitters, bitters containing alcohol, fruits preserved in ardent spirits, and any alcoholic mixture or preparation, whether patented or otherwise, that may in sufficient quantities produce intoxication.
- "Employee" means any person who performs any service on licensed premises on a full-time, part-time or contract basis with consent of the licensee, whether or not the person is denominated an employee, independent contractor or otherwise. Employee does not include a person exclusively on the premises for musical or vocal performances, for repair or maintenance of the premises or for the delivery of goods to the licensee.
- "Legal drinking age" means twenty-one years of age or older.
- "Licensee" means a person who has been issued a license or an interim retail permit pursuant to this title or a special event licensee.
- "Off-sale retailer" means any person operating a bona fide regularly established retail liquor store selling spirituous liquors, wines and beer, and any established retail store selling commodities other than spirituous liquors and engaged in the sale of spirituous liquors only in the original unbroken package, to be taken away from the premises of the retailer and to be consumed off the premises.
- "On-sale retailer" means any person operating an establishment where spirituous liquors are sold in the original container for consumption on or off the premises or in individual portions for consumption on the premises.
- "Premises" or "licensed premises" means the area from which the licensee is authorized to sell, dispense or serve spirituous liquors under the provision of the license. Premises or licensed premises includes a patio that is not contiguous to the remainder of the premises or licensed premises if the patio is separated from the remainder of the premises or licensed premises by a public or private walkway or driveway not to exceed thirty feet, subject to rules the director may adopt to establish criteria for noncontiguous premises.
- "Sell" includes soliciting or receiving an order for, keeping or exposing for sale, directly or indirectly delivering for value, peddling, keeping with intent to sell and trafficking in.
- "Spirituous liquor" includes alcohol, brandy, whiskey, rum, tequila, mescal, gin, wine, porter, ale, beer, any malt liquor or malt beverage, absinthe, a compound or mixture of any of them or of any of them with any vegetable or other substance, alcohol bitters, bitters containing alcohol, any liquid mixture or preparation, whether patented or otherwise, which produces intoxication, fruits preserved in ardent spirits, and beverages containing more than one-half of one percent of alcohol by volume.
- "Vehicle" means any means of transportation by land, water or air, and includes everything made use of in any way for such transportation.
- "Wine" means the product obtained by the fermentation of grapes, other agricultural products containing natural or added sugar or cider or any such alcoholic beverage

fortified with grape brandy and containing not more than twenty-four percent of alcohol by volume.

2. § 4-241: Selling or giving liquor to underage person; illegally obtaining liquor by an underage person
 - A: If a licensee, an employee of the licensee or any other person questions or has reason to question that the person ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure the serving or delivery of spirituous liquor or entering a portion of a licensed premises when the primary use is the sale or service of spirituous liquor is under the legal drinking age, the licensee, employee of the licensee or other person shall do all of the following:
 - Demand identification from the person.
 - Examine the identification to determine that the identification reasonably appears to be a valid, unaltered identification that has not been defaced.
 - Examine the photograph in the identification and determine that the person reasonably appears to be the same person in the identification.
 - Determine that the date of birth in the identification indicates the person is not under the legal drinking age.
 - B: A licensee or an employee who has not recorded and retained a record of the identification prescribed by subsection B of this section is presumed not to have followed any of the elements prescribed in subsection A of this section.
3. § 4-244: Unlawful Acts
 - For an on-sale retailer to employ a person under eighteen years of age in any capacity connected with the handling of spirituous liquors. This paragraph does not prohibit the employment by an on-sale retailer of a person under eighteen years of age who cleans up the tables on the premises for reuse, removes dirty dishes, keeps a ready supply of needed items and helps clean up the premises.
 - For a licensee, when engaged in waiting on or serving customers, to consume spirituous liquor or for a licensee or on-duty employee to be on or about the licensed premises while in an intoxicated or disorderly condition.
 - For an employee of a retail licensee, during that employee's working hours or in connection with such employment, to give to or purchase for any other person, accept a gift of, purchase for the employee or consume spirituous liquor, except that:
 - An employee of a licensee, during that employee's working hours or in connection with the employment, while the employee is not engaged in waiting on or serving customers, may give spirituous liquor to or purchase spirituous liquor for any other person.
 - An employee of an on-sale retail licensee, during that employee's working hours or in connection with the employment, while the employee is not engaged in waiting on or serving customers, may taste samples of beer or wine of not more than four ounces per day or distilled spirits of not more than two ounces per day provided by an employee of a wholesaler or distributor who is present at the time of the sampling.
 - An employee of an on-sale retail licensee, under the supervision of a manager as part of the employee's training and education, while not engaged in waiting on or serving customers may taste samples of distilled spirits of not more than two ounces per educational session or beer or wine of not more than four ounces per educational session, and provided that a licensee does not have more than two educational sessions in any thirty-day period.



- An unpaid volunteer who is a bona fide member of a club and who is not engaged in waiting on or serving spirituous liquor to customers may purchase for himself and consume spirituous liquor while participating in a scheduled event at the club. An unpaid participant in a food competition may purchase for himself and consume spirituous liquor while participating in the food competition.
- An unpaid volunteer of a special event licensee under section 4-203.02 may purchase and consume spirituous liquor while not engaged in waiting on or serving spirituous liquor to customers at the special event. This subdivision does not apply to an unpaid volunteer whose responsibilities include verification of a person's legal drinking age, security or the operation of any vehicle or heavy machinery.
- For a licensee or other person to serve, sell or furnish spirituous liquor to a disorderly or obviously intoxicated person, or for a licensee or employee of the licensee to allow or permit a disorderly or obviously intoxicated person to come into or remain on or about the premises, except that a licensee or an employee of the licensee may allow an obviously intoxicated person to remain on the premises for a period of time of not to exceed thirty minutes after the state of obvious intoxication is known or should be known to the licensee in order that a non-intoxicated person may transport the obviously intoxicated person from the premises. For the purposes of this section, "obviously intoxicated" means inebriated to the extent that a person's physical faculties are substantially impaired and the impairment is shown by significantly uncoordinated physical action or significant physical dysfunction that would have been obvious to a reasonable person.
- For an on-sale retailer or employee to conduct drinking contests, to sell or deliver to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price, to deliver more than fifty ounces of beer, one liter of wine or four ounces of distilled spirits in any spirituous liquor drink to one person at one time for that person's consumption or to advertise any practice prohibited by this paragraph. 32. For a licensee or employee to knowingly permit spirituous liquor to be removed from the licensed premises, except in the original unbroken package.



Phoenix Youth
Symphony Orchestras

PYSO Safety Precautions and Rehearsal Procedure for Chamber Music Series

Safety Precautions

PYSO will comply with the state, local, county and CDC requirement(s).

- **Masks** - All persons arriving to PYSO rehearsal or event must wear a mask. This is a Maricopa County mandate. This includes students, parents, volunteers, staff and conductors. Winds and brass players will be given a special mask with a flap for mouthpiece access. Brass instruments will also be given a covering for the bell of their instrument. These items will be for the students to keep and use. Please be sure you clean and sterilize masks or use new masks periodically. Brass and Wind players are responsible for these masks and covers. We will not collect them each week.
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- **No Sharing** - Students and committee members will not share items. To reduce any possible cross contamination, everyone is asked to come 'self-contained' and ready to go. Please see the **Student Requirement List** for a specific listing of items to bring to rehearsals.
- **Hand sanitizer** will be provided on the premises; however, we encourage students to bring their own to use as needed.
- **Seats** will be wiped with sanitizing wipes before each use.
- **Shorter rehearsal periods** – PYSO will establish a set schedule to limit time in a room setting. We will be ensuring break time out of the room to allow for circulation of air in the room.
- **HEPA filters** – PYSO will be including the use of HEPA filters on the premises' AC units or providing for HEPA filter air purifiers for each room to recycle and clean air.
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- **Dismissal** – Dismissals will also be scheduled and staggered to control crowd size. Students are responsible for their break down and packing their own items (music stand, instrument, etc.) Please ask for a PYSO staff or Committee member for assistance. Parents can assist their child if needed after rehearsal when space allows in the room.
- **Parking** – There is ample parking available for everyone.
- **Outside Seating** – There is limited outside seating available. Parents are welcome to utilize this seating if it does not interfere with a rehearsal space and parent/ family is able to maintain social distancing

7' between tastes
center of rows

6' between chairs left & right

3 feet between chairs
diagonally between
rows

7' between tastes left & right

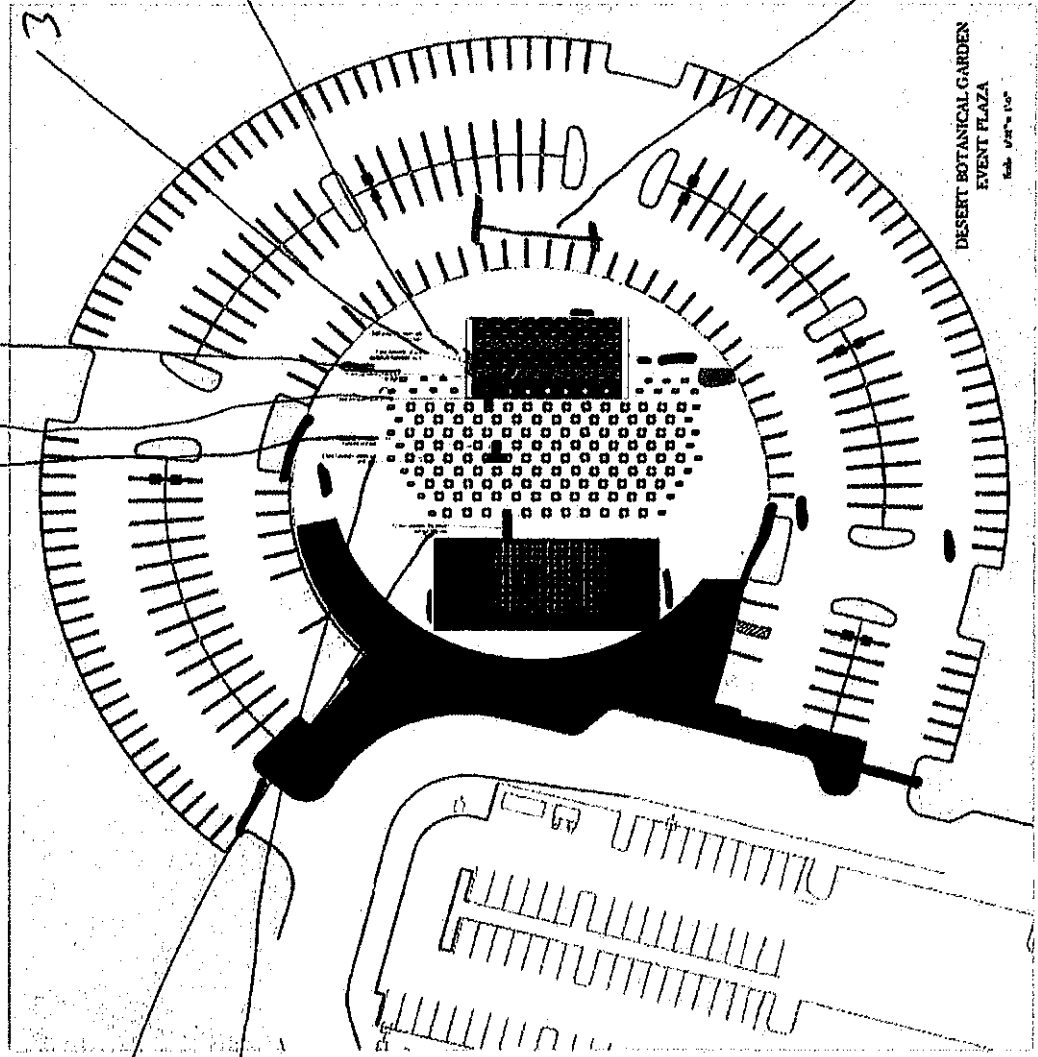
7' between tastes left & right

10' between stage & first row

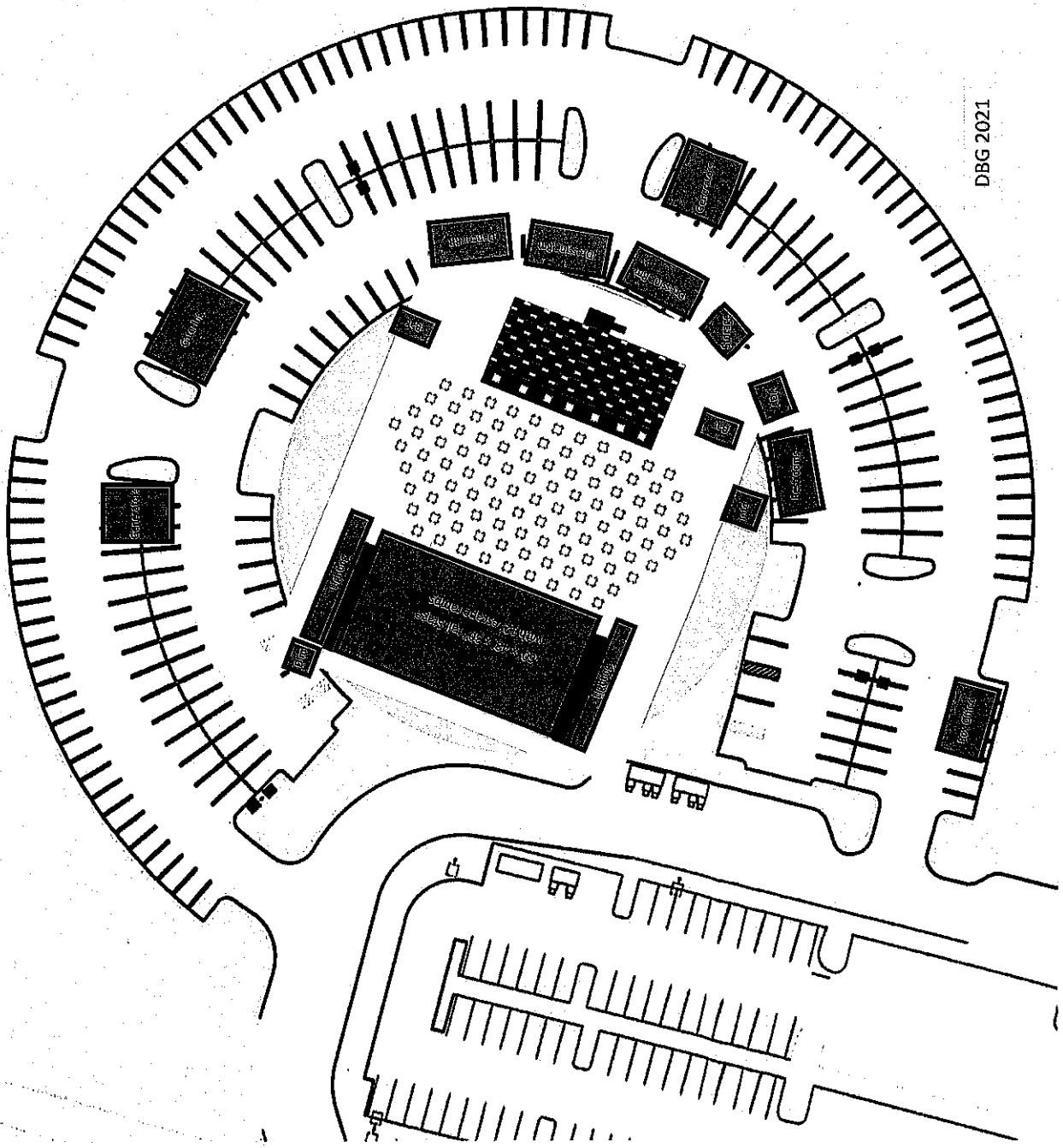
- Entrance / Exits —
- Fire Extinguisher —
- Water station —
- Hand Sanitizing stations —

Departing & arrival location

Dressing rooms
- restroom stage



DESERT BOTANICAL GARDEN
EVENT PLAZA
Scale: 1/4" = 10''



DBG 2021

Ballet Arizona 2021

Dates and Times of Event:

- Times are from 630pm to 930pm on each of the dates below.
- May 18-22, 2021
- May 25-31, 2021
- June 1-6, 2021
- Ticket sales, and event inspection request submitted to fire department, will begin March 1

Expected Attendance:

- We expect 10,188 attendees over the 18 nights, if all nights are sold-out. That works out to 566 attendees each night.

Occupant Load:

- Pre-COVID – If all nights are sold out, we expect 10,188 over the 18 performances or 566 attendees per night.
- Post-COVID – We will continue to cap attendance at 566 per night, or 10,188 over all 18 nights, as in previous, pre-COVID years. We will ensure social distancing by making changes to seating.
 - In pre-COVID years, we had seating split, with half of the seating in the bleachers.
 - Post-COVID, we will ensure social distancing by moving the majority of the bleacher seating to the table seating. We will increase table seating and increase the amount of space between tables. This will require us to move the food service, bars, and dressing rooms further away than in previous years.

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.
- 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 at the bars.
- There will be ample signage throughout reminding visitors of COVID protection requirements – masks, social distancing, etc
- We have the seating arrangements to ensure 6' distance between tables and chairs in the stands.
- All purchases will be with card, no cash accepted.

Ticket Sales

- We will have pre-sales on the BAZ website and will allow ticket purchases on-site if not a sold out night.

- We will scan tickets at the entrance and ticket sales will be at the portable box office on site.

Barriers/Security:

- We will have queue lines set up for scanning at the box office and for food and beverage purchases.
- BAZ ticketing staff will wear gloves and masks/face shields at the scanning queue. For new ticket sales, staff will be in the box office, protected by plexiglass shield, but will still wear gloves and masks.
- Rangers and Service Partner will provide parking lot assistance/crowd control.

CDC/COVID Recommended Signage

- See Attached Signage examples, including Mask requirement.
- In addition, at the start of the performance, there will be a pre-show announcement reminding guests of the mask wearing and social distancing requirements.

Cleaning/Disinfecting:

- Trash will be emptied after each performance.
- Sanitizing stations checked frequently and refilled as needed.
- Tables and chairs will be cleaned and sanitized, with bleach water, after each performance.
- See attached document from OfficeKeepers.

Public Water Stations:

- There will be 2 bars for patrons to purchase water and other drinks.
- The bars will be staffed by DBG bartenders and we do have the appropriate liquor license in place.
- ProEm will be providing the ACO services (procedures attached).
- Card transactions only to ensure touchless transactions as much as possible.

Food Sales/Dining:

- There will be food service, prior to the performance.
- Fabulous Foods will be the vendor (see attached from Fabulous Foods regarding procedures).
- All food will be pre-prepared and pre-packaged for sale at the tents prior to the Ballet performance.
- Card transactions only to ensure touchless transactions as much as possible.
- Patrons will be seated at their pre-arranged seats to eat, so will be allowed to have their masks off during dining and drinking. But will be required to be masked at all other times.

Restroom Facilities:

- See attached plan from the custodial staff for cleaning of the restrooms.
- We will have Royal Restroom portable restroom buildings.
- They will be cleaned after each nightly performance, in addition to “spot cleaning” during each performance.
- They will be pumped, by Royal Restrooms after every other performance
- We will have hand sanitizing stations placed around the lot.

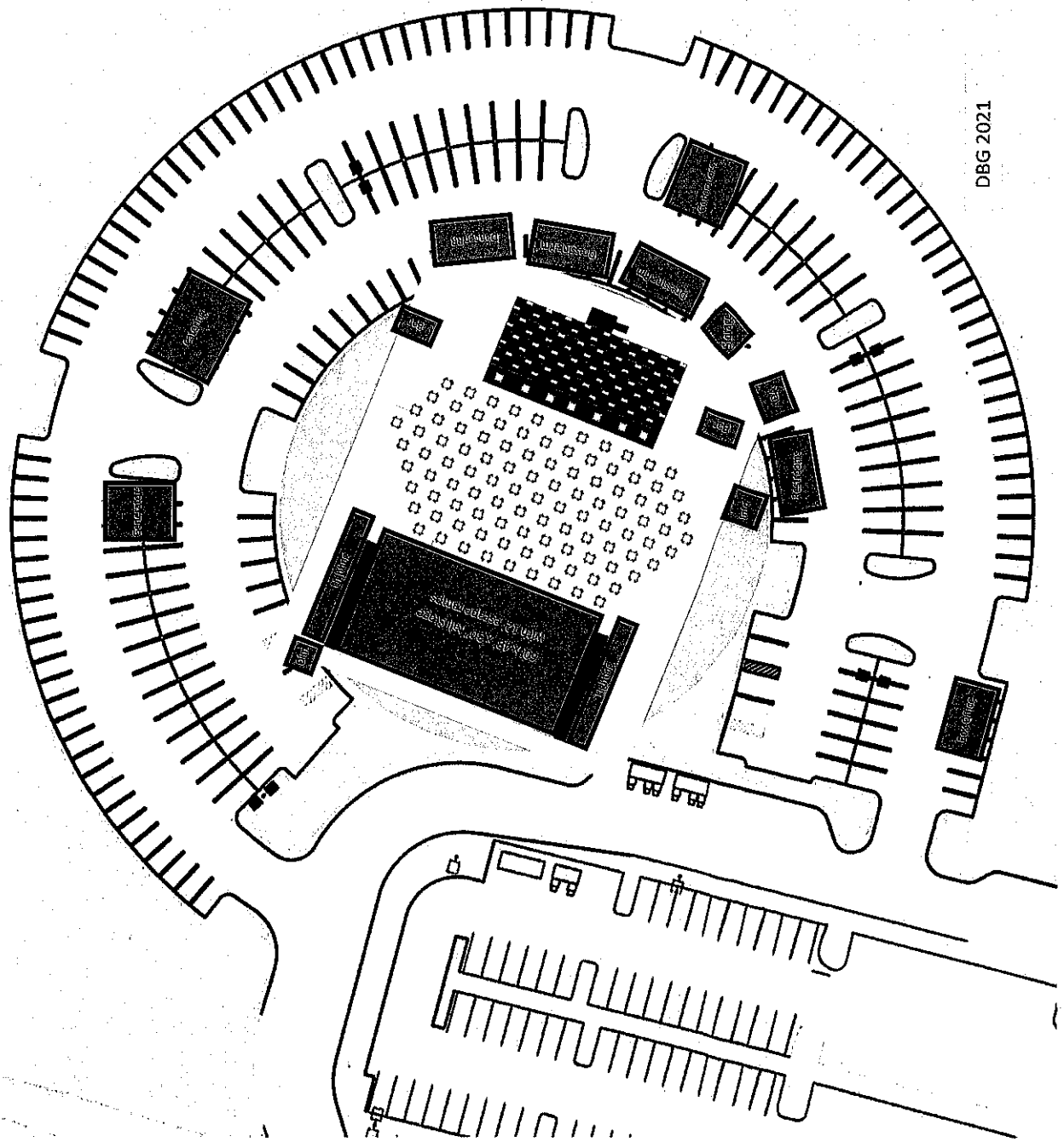
Event Staff (symptom/temperature check)

- BAZ uses the HeathCheck smartphone app for their employees to self- check their temperature and answer the attestation questions before coming to work.
- Patrons receive the attestation questions with their tickets and all advance materials, and attendance constitutes passing using the “honor system” (we do not temperature check patrons).
- See attached HealthyVerify exhibit – the highlighted section covers BAZ in-house policies that will be extended to the show site.

Transportation:

- All patrons will arrive to the performance in their own POV’s.
- We will not provide rides to patrons to and from their vehicles.

DRAFT



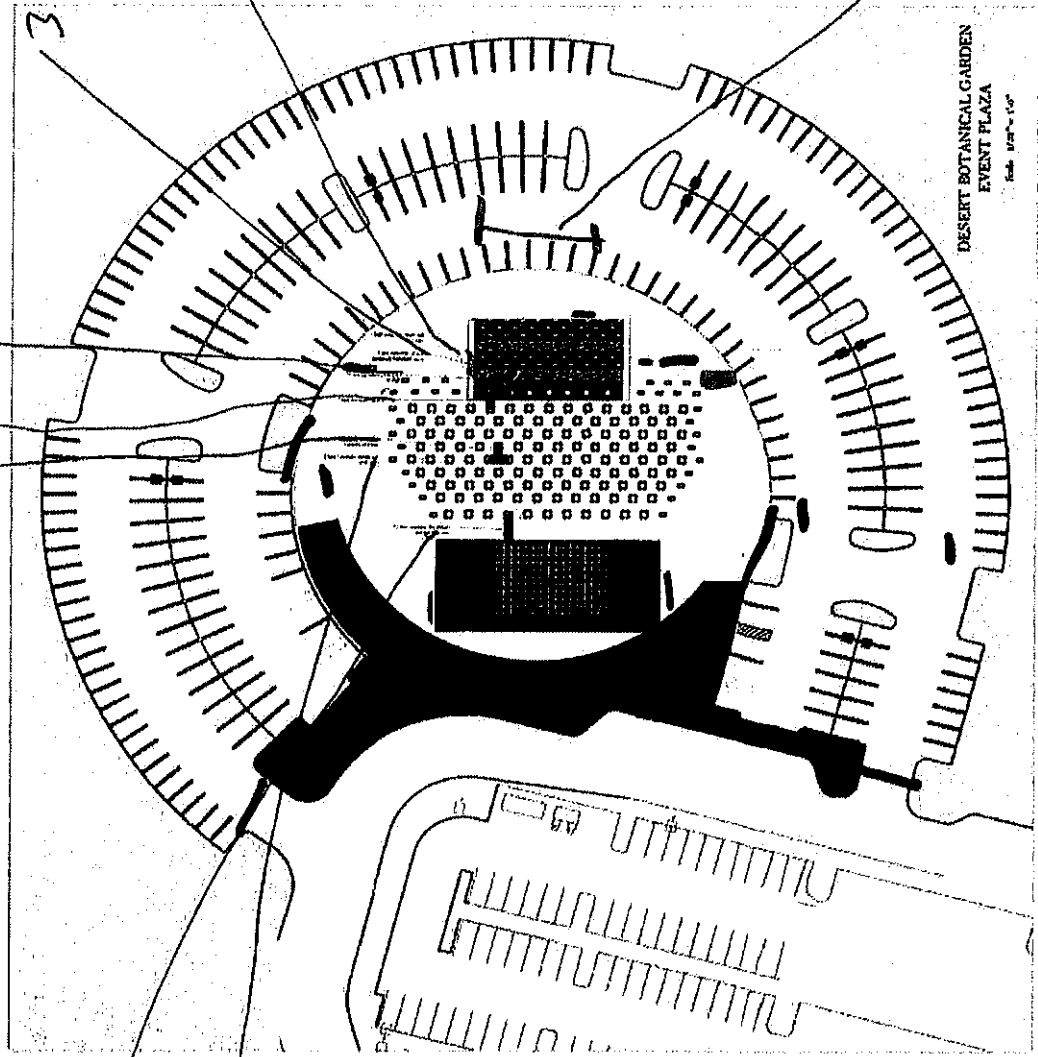
DBG 2021

7' between tastes
center of rows 7' between tastes

6' between chairs left & right

3 feet between chairs
diagonally between
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7' between tastes left
right

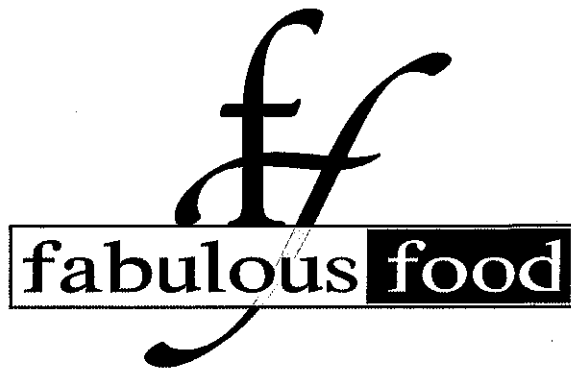


- Entrance/Exits —
- Fire Extinguisher —
- Water station —
- Hand Sanitizing stations —

Depending on final location of dressing rooms - restroom side

7' between tastes left & right

10' between stage & first row



ALREADY IN PLACE:

- Fabulous Food follows strict guidelines set forth in the food code and by our Maricopa County and Arizona State Health Departments which require our employees to be trained in, and adhere to, food safety standards.
- Fabulous Food requires all staff to wash their hands often and with a proper technique. Instances requiring hand washing include, but are not limited to, after clearing soiled dishes from tables, after eating, between tasks, when washing dishes, between food tasks, after visiting the washroom, after touching any part of their (or other's) body, after sneezing/coughing, after handling money; moreover, New Bullet Point for this, it's important employees are encouraged to stay home when they are not feeling well.
- Fully stocked hand washing stations are available for our staff.
- Fabulous Food complies with Arizona's mandatory Paid Sick Time law that gives employees the ability to stay home without undue financial strain.
- Food served at your events has and will continue to be fresh and safe - sourced from purveyors, farmers, and suppliers who are noted for impeccable food handling practices and in good standing with the local and county regulatory agencies.
- Our in-house food preparation requirements ensure a safe-to-consume product.
- Color-coded tongs/utensils to prevent cross-contamination in food production.
- We utilize Quaternary sanitizer on all food surfaces. It is a comprehensive germ killer recommended by the Maricopa County Health Department.

ADDITIONAL PRACTICES being adopted during the current pandemic:

- Disposable disinfecting wipes will be used often to ensure contaminants on menus, tables, chairs, and other public surfaces are neutralized.
- Sanitizer buckets/towels will be changed more often than required by all regulatory agencies.

- Glove use will be added in practices not requiring it under the standard of normal operations.
- All staff has been re-trained on proper sanitation practices and is committed to maintaining our reputation as leaders in this area.
- Fabulous Food has recently met with Maricopa County Health Department Health inspector in January of 2021, to review our onsite practices and ensure we were above the standard.
- Fabulous Food can have additional disposal stations for guests and staff.
- Fabulous Food will separate the lines leading to registers to ensure proper social distancing is taking place.
- Food will be packaged as “to go” items so that guests can quickly get back to their assigned seating.
- Random pauses requiring all staff to wash hands, sterilize work stations and guest areas will be implemented.
- All “public” surfaces are being sanitized at least 4 times more often than required by all regulatory agencies.

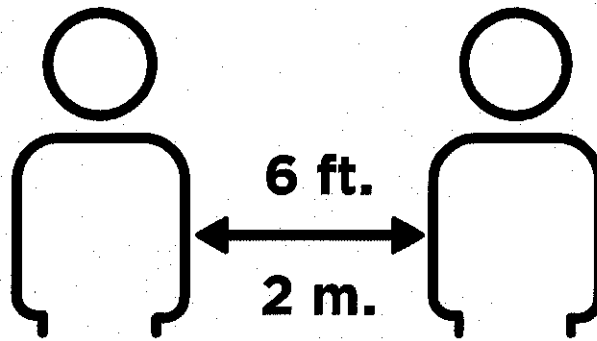
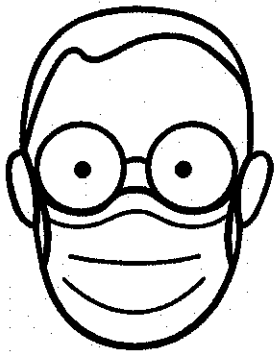
Again, thank you for choosing to allow us to be part of your adventure. We are honored that you chose Fabulous Food to handle your event needs and take that responsibility seriously. If you have any concerns, questions, comments, or suggestions – please feel free to reach out to me directly.

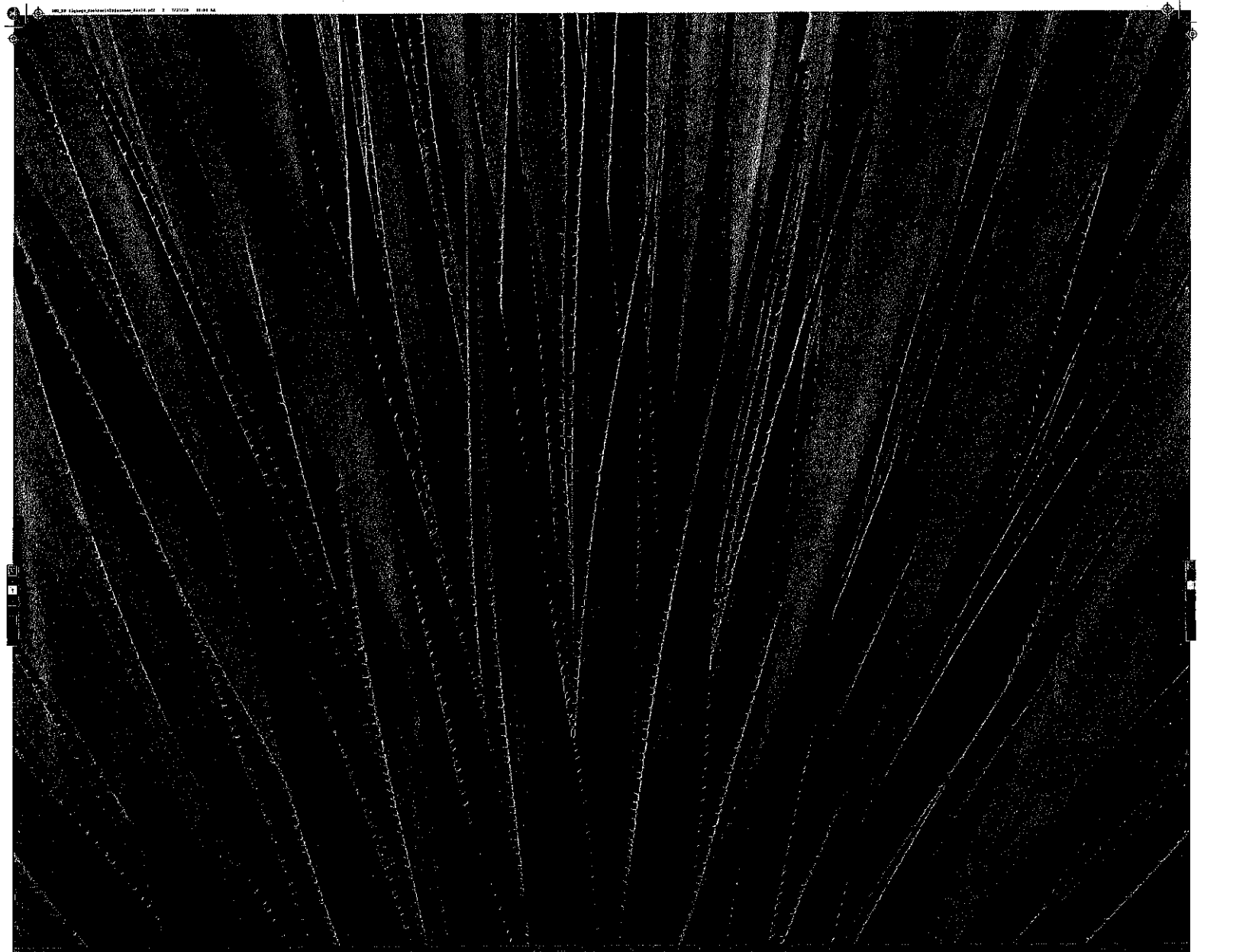
We Look Forward to Serving You Soon!

Jimmy Curry
Director of Operations
Fabulous Food Catering
602 267-1818
jcurry@fabulousfoodaz.com

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.

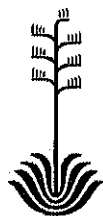
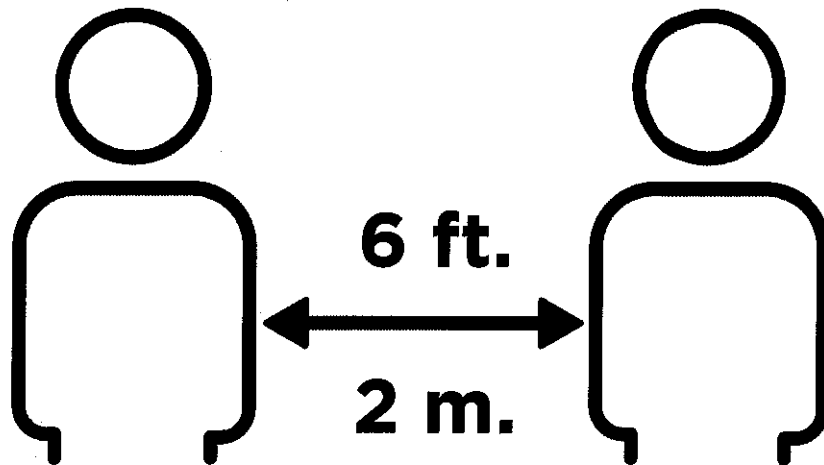




DESERT
BOTANICAL
garden

THANK YOU FOR SOCIAL DISTANCING

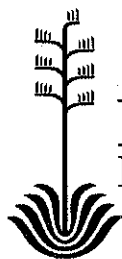
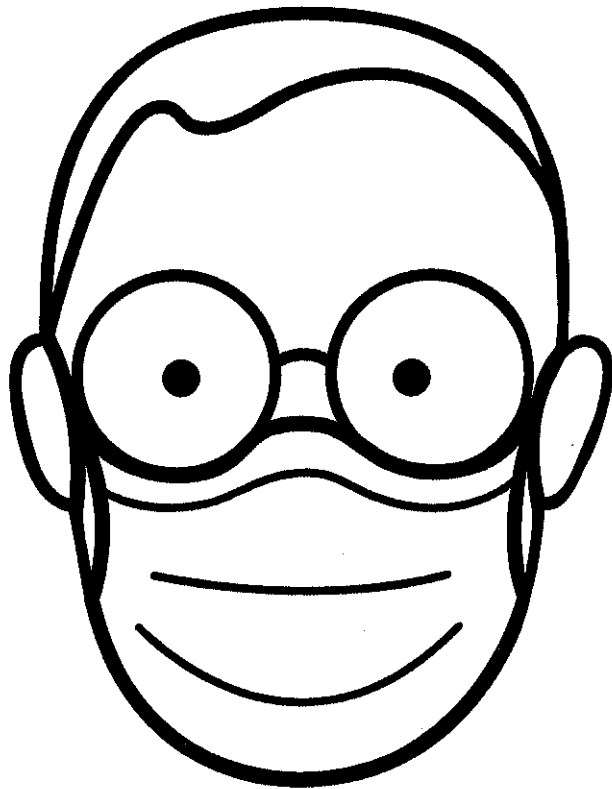
GRACIAS POR MANTENER DISTANCIAMIENTO SOCIAL



DESERT
BOTANICAL
garden

REMINDER:

Face covering required

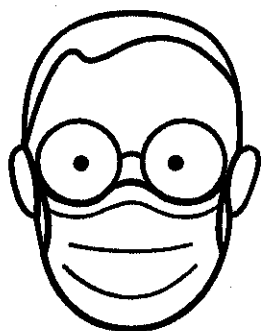


DESERT
BOTANICAL
garden

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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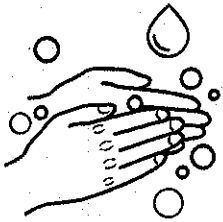
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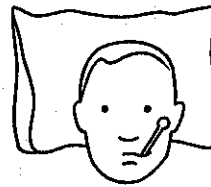
HEALTH AND SAFETY REMINDERS

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



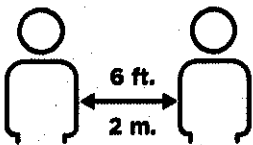
Limit Touching Your Face

Evita tocar tu cara



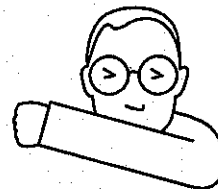
Wear a Face Covering

Usa una mascarilla



Maintain 6 ft. Distance

Mantente a 6 pies de distancia



Sneeze and Cough Into Your Elbow

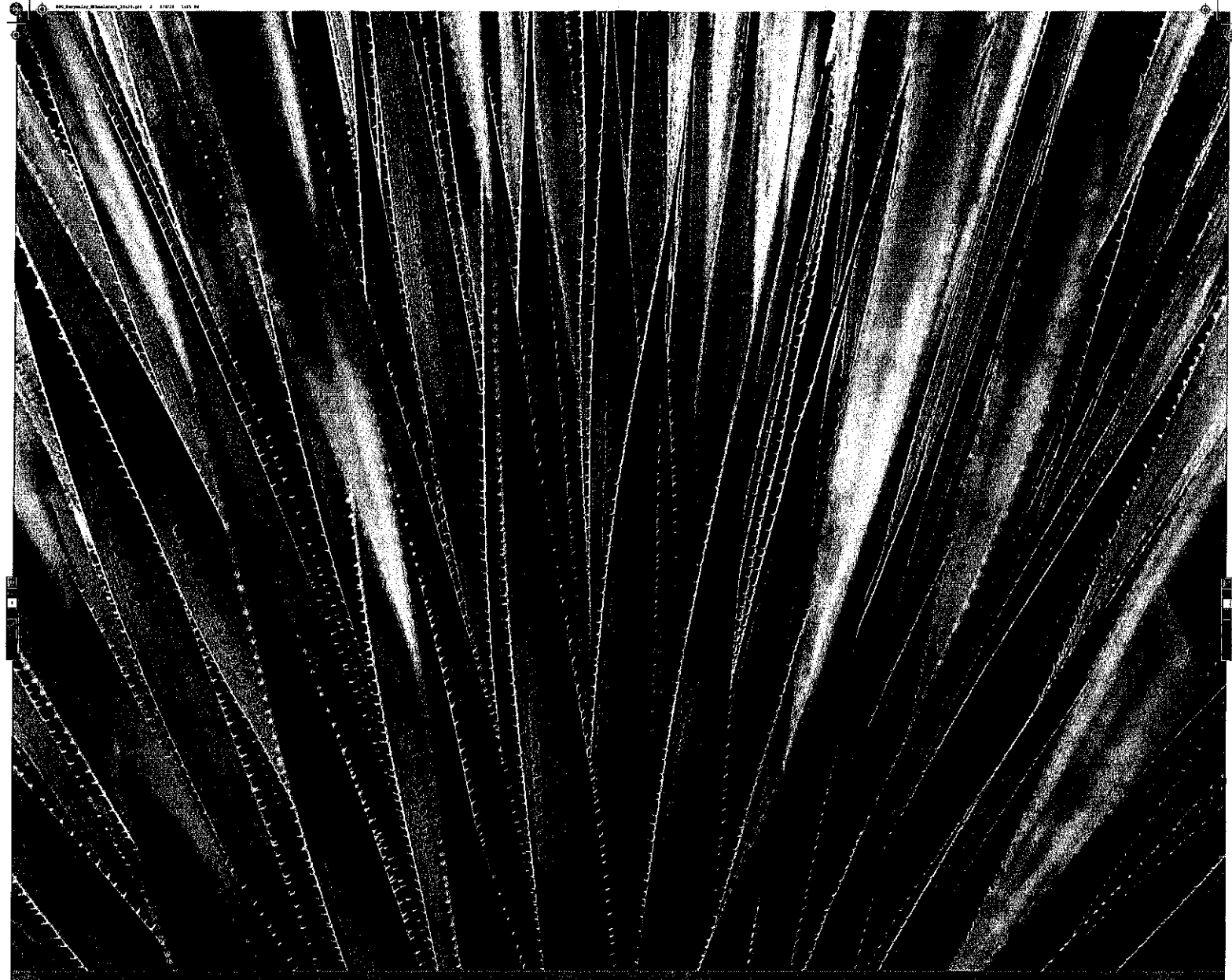
Estornuda y tose en tu brazo

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).



DESERT
BOTANICAL
garden



DESERT
BOTANICAL
garden

No Entrance

No Entrada



**DESERT
BOTANICAL
garden**

No Exit

No Salida



**DESERT
BOTANICAL
*garden***