



City of Phoenix
OFFICE OF THE CITY MANAGER

Katrina Dobson
552 N. 40th St.
Phoenix, Az

March 9, 2021

RE: Exotic Bird Show

Dear Ms. Dobson,

Thank you for communicating with our team regarding your planned activity of Exotic Bird Show on April 18, 2021. Under normal conditions the City of Phoenix would not be involved in a "special event" like this however, during this pandemic the Governor's Executive Order 2020-43 authorizes the City of Phoenix to approve "public event" greater than 50 people if the plan is to implement "adequate safety precautions."

It should be clearly understood that approval does not mean your guests, or your staff, are not at risk from the COVID-19 pandemic. There is no pathway we could outline that would establish with 100% certainty that no one will contract the virus. Additionally, the City of Phoenix accepts no liability, and offers no indemnification, for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.

Our understanding of the event is as follow:

- Capacity at 300
- There will be no food at this event
- No more than two attendees and two vendors at each booth
- Screening for vendors
- Restrooms cleaned hourly
- Each vendor will have own POS
- 8ft tables maintaining at least 6ft between

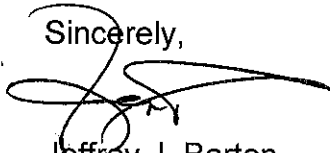
In addition to the above, we require the following stipulations:

- Health screening should include temperature checks and health questionnaire for staff and attendees prior to entry to the event
- Maximum of up to 200 people (80 vendors and 120 attendees) in the space at any given time in order to maintain adequate physical distancing
- Clear signage to regulate one-way traffic only

The City of Phoenix is approving the event scheduled for April 18, 2021. While we are approving your submitted plan we reserve the right to re-evaluate that approval if there is evidence that you are not complying with the protocols set forth in your plan or if there is a sudden and dramatic increase in the COVID-19 infection rates within our community."

The COVID-19 Operational Protocols that you are required to implement and enforce will be posted on the City's website and a copy will be submitted to the Arizona Department of Health Services in accordance with Executive Order 2020-59 issued by the Governor on December 2, 2020.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey J. Barton', with a large, sweeping flourish extending to the right.

Jeffrey J. Barton
Assistant City Manager



City of Phoenix

Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event's COVID-19 practices and procedures. This application is intended to provide insight into the event, and its planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This 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	Exotic Bird Show		
Event Address	552 N. 40th Street	Stationary Event? Moving? (parade, etc) <input checked="" type="checkbox"/>	
Name of Venue	El Zaribah Shrine Auditorium & Event Center		
Date(s)/Time of Operation	Start Date 4/18/2021	End Date to 4/18/2021	Start Time 10:00am
			End Time to 3:00pm
Contact Familiar with COVID Procedures & Plans	Name Katrina Dobson	Phone 602-231-0300/480-862-2505	
Contact Email	rentals@el-zaribah.org		
Attendance	Anticipated Number of Attendees 300	Public Event <input checked="" type="checkbox"/>	Private Event <input type="checkbox"/>
		Open to All? <input checked="" type="checkbox"/>	Ticket-RSVP? <input type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input type="checkbox"/> Provide plan for temperature checks for attendees. See attached <input type="checkbox"/>		
Plan and Layout	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input checked="" type="checkbox"/>		
Venue Details	Square Footage of Event Space: 12,000 sq ft Indoor <input checked="" type="checkbox"/> Outdoor <input type="checkbox"/> Both <input type="checkbox"/>		
Arrangement	Seating <input type="checkbox"/> Standing <input type="checkbox"/> Reception <input type="checkbox"/> Booths <input checked="" type="checkbox"/> Other Tables <input type="checkbox"/>		
Occupant Load	Maximum Occupants with No Restrictions 1500	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 type="checkbox"/> No <input checked="" type="checkbox"/>		
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input checked="" type="checkbox"/>		
Cleaning and Disinfection Product(s) EPA approved against COVID-19?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples. See attached <input checked="" type="checkbox"/>			
Outside Vendor Providing Cleaning & Disinfection Service?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771
For more information visit www.phoenix.gov/fire/prevention

Phoenix Fire Department - Fire Prevention Section
150 S 12th St Phoenix, AZ 85034 - 602-262-6771

Attachments

El Zaribah Shrine/Shrine Auditorium & Event Center

Summary/General Facility Information

The El Zaribah Shrine Auditorium recognizes and takes our responsibility of keeping the public safe from the spread of COVID-19 very seriously and will not allow any deviation from the established guidelines set forth.

The Shrine Auditorium has 12,000 sq ft in the main Ballroom/Auditorium that is used for vendor/tradeshows/events. Our pre-COVID occupancy in the room is 1500.

- Masks are required for all staff and guests when entering and while in the building. There are no exceptions to this requirement.
- Hand sanitizer stations are set throughout the facility – entrances, exits, outside of restrooms.

Social Distancing Plan

- For this Bird show, and all similar vendor/trade shows at the Shrine, there will be no more than 40 vendors, using 8ft tables, maintaining at least 6 feet between tables and wide aisles between rows.
- Vendors will be limited to 2 representatives per space
- Guest attendance at any one time in the facility is limited to 250. This is a Shrine imposed limitation, keeping the allowed number under ¼ occupancy, although our space could accommodate 360, following COVID restrictions.
- Floor markings will be placed on the floor to note 6ft space markings.
- Que lines for entrance will maintain 6 foot spacing between guests

Cleaning & Disinfection Plan for Touchpoints and Surfaces

We have implemented the recommended health and safety protocols set forth from the CDC.

- Cleaning/Sanitizing products utilized are on the CDC & EPA List N.
 - o Examples: Clorox Multi-Surface Cleaner with Bleach, Sani-Prime Germicidal Spray, Lysol Heavy Duty Cleaner & Disinfectant Concentrate, Oxycide Daily Disinfectant Cleaner
- The facility is cleaned/sanitized prior, during, and after all use.
- Restrooms are cleaned hourly, as are any common surface spaces.
- Vendors will be required to have hand sanitizer and disinfecting wipes/spray at their tables.

COVID Safety Signage

See Examples

Restroom Facilities

Restrooms are existing/built-in

Restrooms will be consistently monitored and will be cleaned, at a minimum, on an hourly schedule.

Merchandise & Payment

Client will provide partition between ticket sellers and guest.

There will be more than one line with guests socially distanced spacing marked.

There will be one way traffic into the facility and one way traffic to exit to avoid cross traffic between guests.

Event Staff & Client Vendors

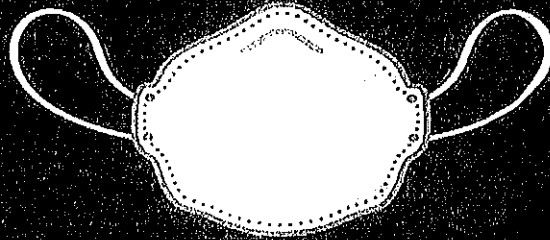
Shrine Auditorium staff will be temperature checked at the beginning of their shift and documented.

We have this protocol in place already and all staff/employees have been educated on the CDC Guidelines for Business and Employers.

Event (Client) organizer will temperature check all vendors as they arrive for set up and provide Shrine Event Coordinator with completed log. Any vendors showing signs of illness will not be allowed to remain in the facility.

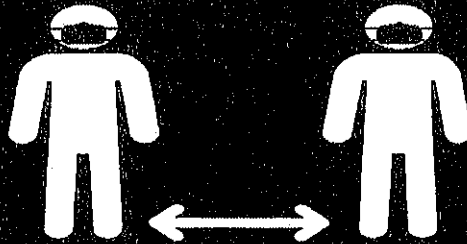
Example Signage

**MUST
WEAR
A MASK**



Wear a mask while inside this building in accordance with CDC guidelines. **Thank you.**

**KEEP
6 FEET
APART**



Please keep a distance of at least 6 feet from others in accordance with CDC guidelines. **Thank you.**

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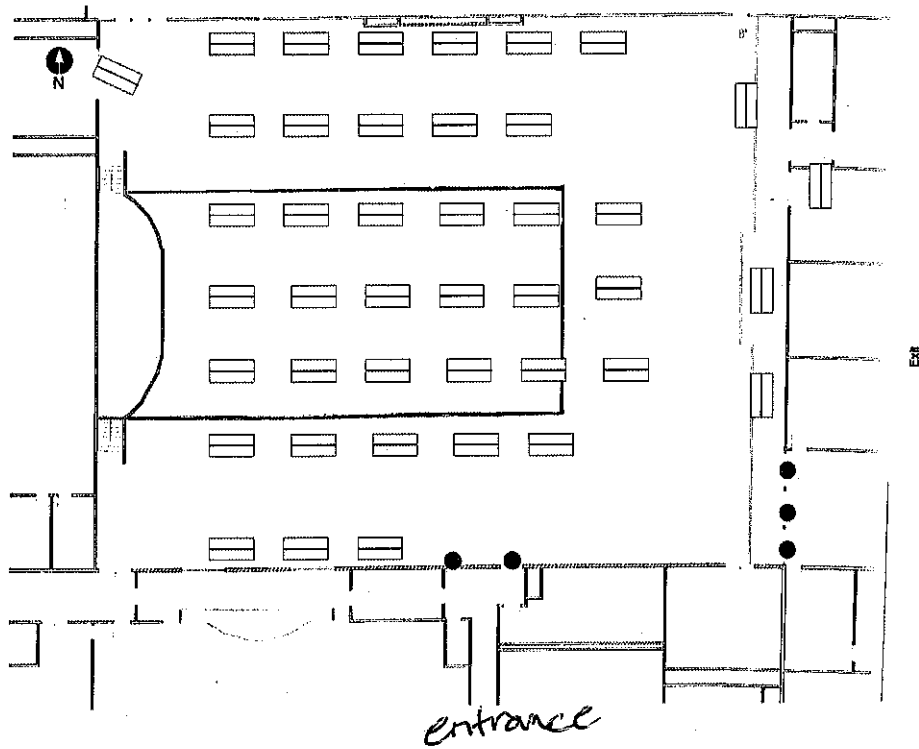
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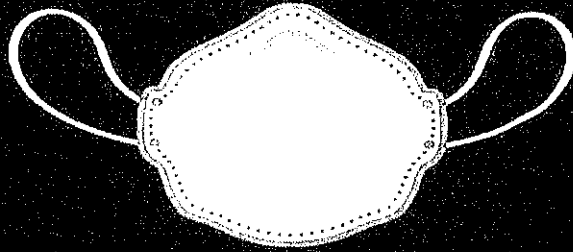
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40 Vendor Floorplan



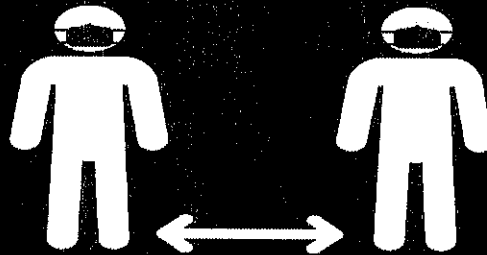
Example Signage

**MUST
WEAR
A MASK**



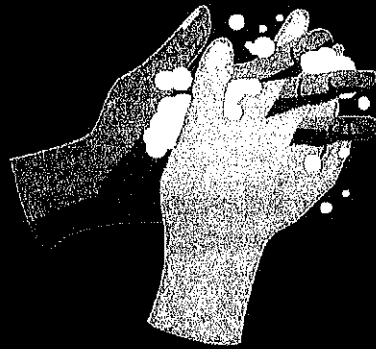
Wear a mask while inside this building in accordance with CDC guidelines. **Thank you.**

**KEEP
6 FEET
APART**



Please keep a distance of at least 6 feet from others in accordance with CDC guidelines. **Thank you.**

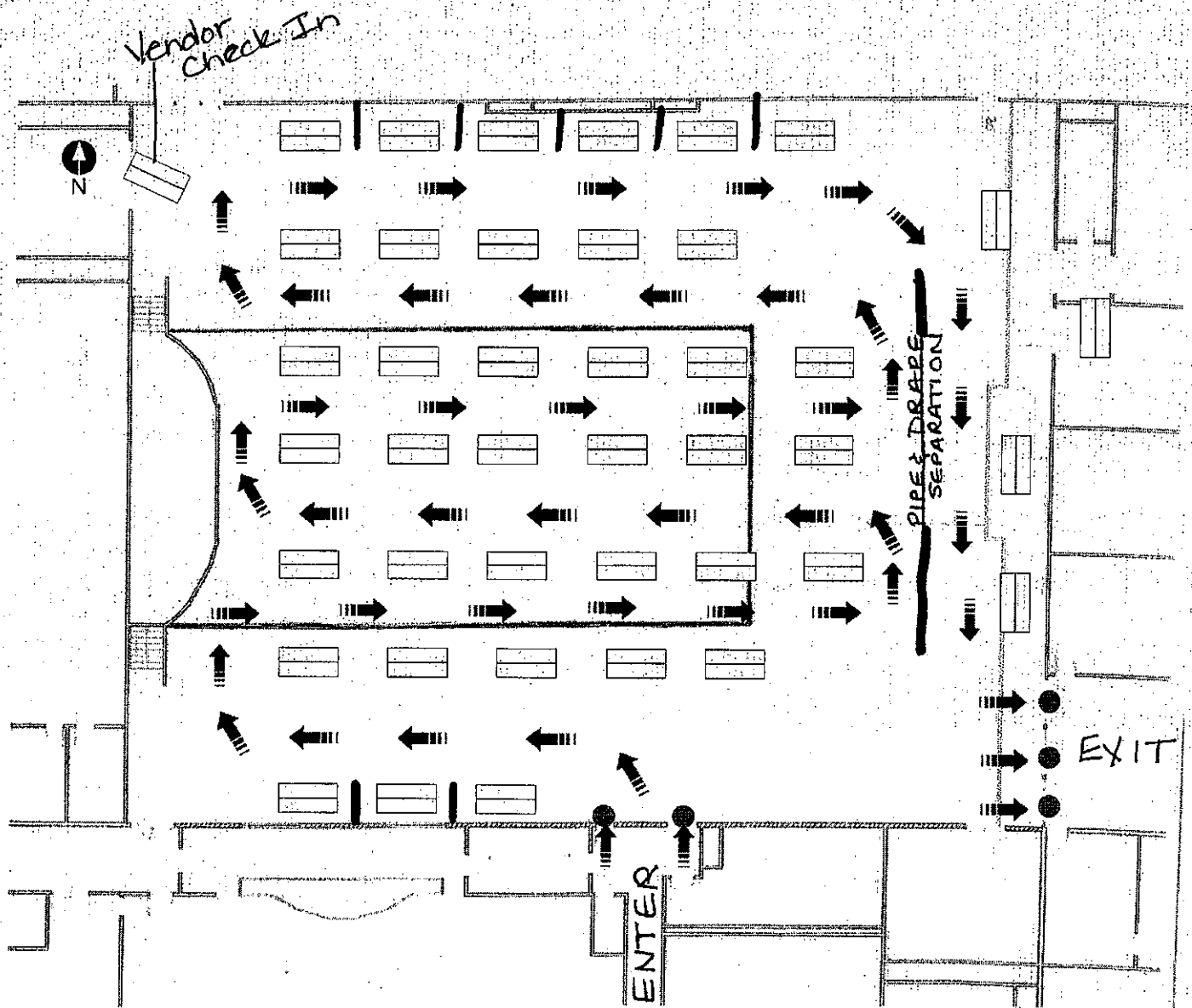
WASH HANDS 20 SECONDS



Wash your hands for at least
20 seconds in accordance with
CDC guidelines. **Thank you.**

Exotic Bird Show - APRIL 18

El Zaribah Shrine Auditorium



- + 1 Entrance w/ temp check for everyone (South)
- + 1 Exit (East)
- + Aisles set wide for one-way flow of traffic, allowing room for traffic to continue with guests/customers stopped at vendor table.

