



City of Phoenix
OFFICE OF THE CITY MANAGER

Jeff Jenkins
455 N. Galvin Parkway
Phoenix, AZ

March 3, 2021

RE: 2021 Lake Management Symposium

Dear Mr. Jenkins,

Thank you for communicating with our team regarding your planned activity of 2021 Lake Management Symposium on March 25, 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:

- Total capacity of 50
- Attendees required to wear mask – except when eating meals in their seat
- Signage, barricades and distancing reminders in place at park entry
- Restrooms cleaned every 60 minutes
- Doors handles and other high touch points will be sprayed with Alpha HP
- Doors will be propped open
- Fresh linens will be placed on tables
- Tables will be 6 ft apart
- Catering contracted through third party as plated meals, no buffet service

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

- COVID protocols will be provided to all registered attendees prior to event
- Health screening should include temperature checks and health questionnaire for staff and attendees prior to entry to the event

- Seating should be arranged so that attendees remain at least 6 feet apart
- Individual tables are required
- Meal will be served with that same seating plan
- Incorporate fresh air into the space to the greatest extent possible

The City of Phoenix is approving the event scheduled for March 25, 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,



Jeffrey J. Barton
Assistant City Manager



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Sincerely,

A handwritten signature in cursive script that reads "Jeffrey J. Barton".

Jeffrey J. Barton
Assistant City Manager



City of Phoenix

Special Event COVID Pre-Application

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

Event Information			
Name of Event	2021 Lake Management Symposium		
Event Address	455 N. Galvin Parkway	Stationary Event? <input checked="" type="checkbox"/> Moving? (parade, etc) <input type="checkbox"/>	
Name of Venue	The Phoenix Zoo		
Date(s)/Time of Operation	Start Date 03-25-2021	End Date to 03-25-2021	Start Time 7AM
			End Time to 4PM
Contact Familiar with COVID Procedures & Plans	Name Jeff Jenkins	Phone 623-293-6866	
Contact Email	arizonalake@cox.net		
Attendance	Anticipated Number of Attendees 100 or less	Public Event <input type="checkbox"/> Private Event <input checked="" type="checkbox"/>	Open to All? <input type="checkbox"/> Ticket-RSVP? <input checked="" type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input checked="" type="checkbox"/>		
	Provide plan for temperature checks for attendees. See attached <input checked="" type="checkbox"/>		
Plan and Layout	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input checked="" type="checkbox"/>		
Venue Details	Square Footage of Event Space: 6400 feet		
	Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
Arrangement	Seating <input checked="" type="checkbox"/>	Standing <input type="checkbox"/>	Reception <input checked="" type="checkbox"/> Booths <input checked="" type="checkbox"/> Other <input type="checkbox"/>
Occupant Load	Maximum Occupants with No Restrictions 100	Social Distancing Occupant Load	
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input checked="" type="checkbox"/>		
	Event Security? <input type="checkbox"/>		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): Burns Pest Elimination is sanitizing prior and during.	
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 type="checkbox"/>
Seating for Food Consumption?	Public Water Stations Provided?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many?
Restroom Facilities	Existing/Built-In <input checked="" type="checkbox"/> Portable <input type="checkbox"/> How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input type="checkbox"/>
Merchandise & Payments	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input 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 checked="" 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 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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3/1/21 2:00 PM



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Name of Venue	The Phoenix Zoo		
Date(s)/Time of Operation	Start Date 03-25-2021	End Date to 03-25-2021	Start Time 7AM
			End Time to 4PM
Contact Familiar with COVID Procedures & Plans	Name Amanda Hamilton	Phone 602-914-4300	
Contact Email	AHamilton@phoenixzoo.org		
Attendance	Anticipated Number of Attendees 50	Public Event <input checked="" type="checkbox"/>	Private Event <input type="checkbox"/>
		Open to All?	Ticket-RSVP?
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Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input type="checkbox"/>		
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Que Line Plan

Attendees will be entry Park prior to public opening, so they will not need to wait in line. Standard Signage, barricades and distancing reminders are in place at park entry.



Banquet Hall Main doors have been designated for Entry & Exit instead of 2-way traffic.

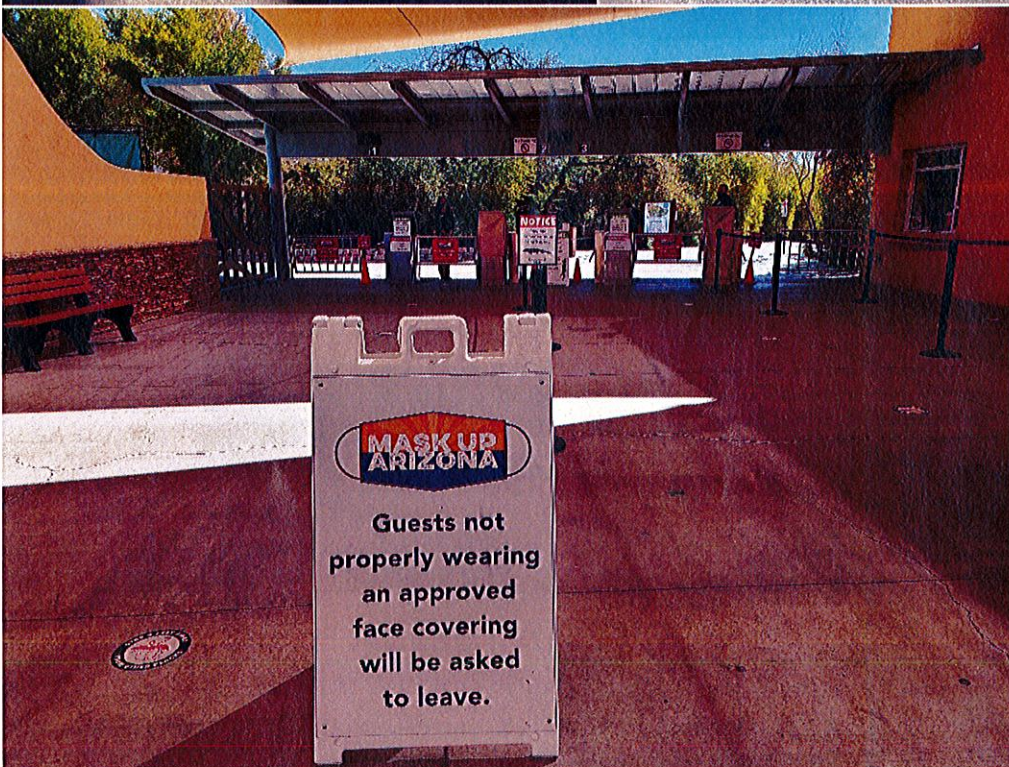


There will be no security other than regular Phoenix Zoo Park Rangers on site for normal Zoo Operation. No additional staff are being brought in for the event.

Cleaning and Disinfection Plan for all Touchpoints and Surfaces

- Restrooms will be cleaned and disinfected with Alpha HP prior to event start by Phoenix Zoo Staff and cleaned every 60 minutes during event by Phoenix Zoo staff.
- Tables & chairs will be sprayed with Alpha HP disinfected by Phoenix Zoo Staff Prior to event start.
- Doors handles and other high touch points will be sprayed with Alpha HP by phoenix Zoo Staff Prior to event start.
- Doors will be propped open to reduce touch points.
- Trash can lids have been removed to reduce touch points.
- Fresh linens will be placed on tables prior to event.
- Attendees should have no need to touch light switches or AV control during event.
- Client has contracted an outside Vendor as well to sanitize prior to start and during event. Zoo will work with said vendor to make sure all areas are covered.

Standard COVID-19 Safety Signage that is in place at Zoo Entrance –



COVID-19 Safety Signage that will be present at the Entry to the Stone House Pavilion.



DO YOUR PART

FEELING ILL
Please stay home and visit another day.

FACE COVERING REQUIRED
At all times except while actively eating or drinking.

PRACTICE SOCIAL DISTANCING
Stay 6 feet apart.

WASH YOUR HANDS
Use soap and water for at least 20 seconds.

USE HAND SANITIZER
Available throughout the Zoo.
Look for the paw print.

**COVER COUGHS
AND SNEEZES**
Bless you!

KEEP YOUR PAW PRINTS CLEAN

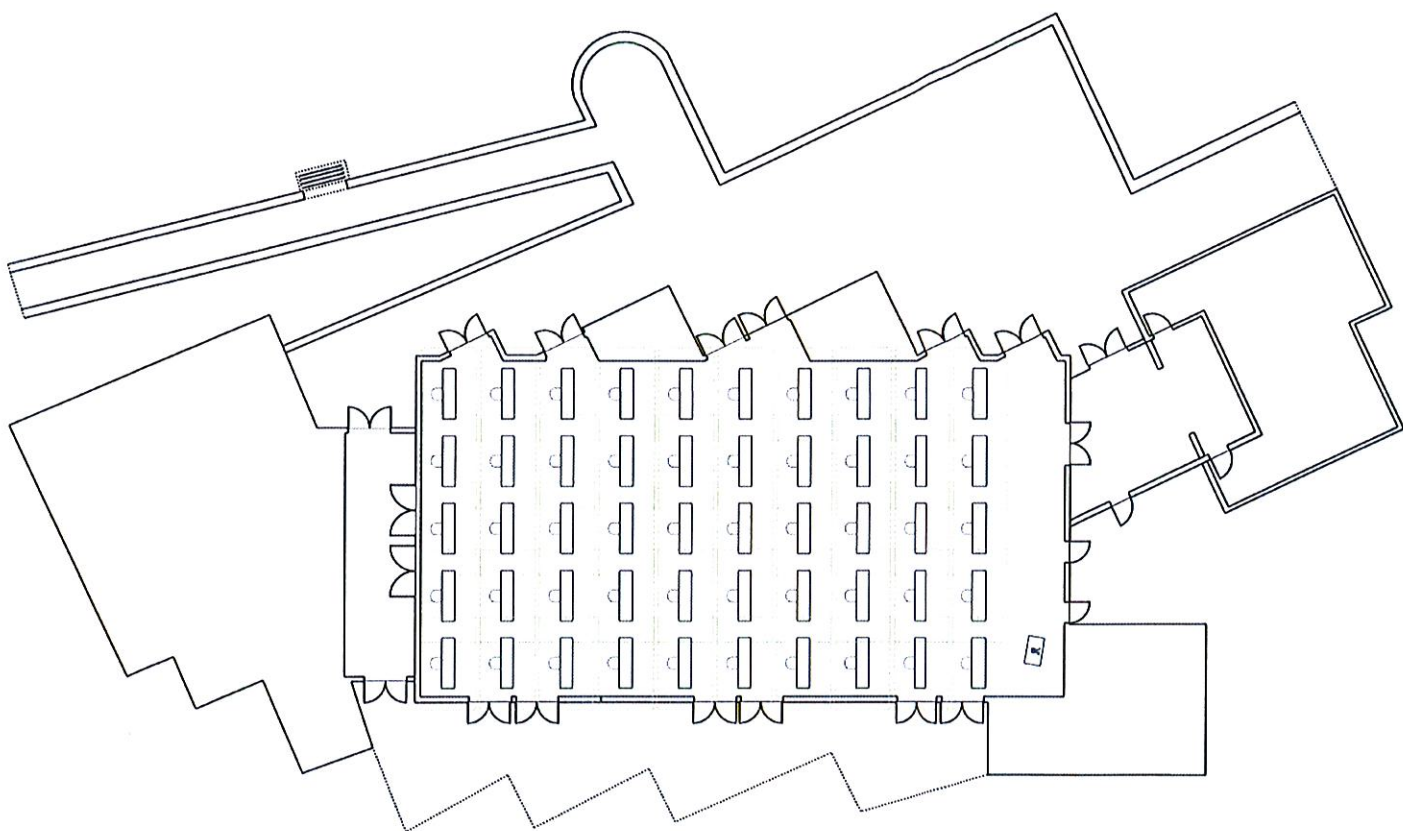
The sign features a red silhouette of a giraffe on the left side. A small paw print logo is located next to the 'USE HAND SANITIZER' section.



**MASK UP
ARIZONA**

**FACE COVERING
REQUIRED**

The sign features a graphic of a face mask with a sunburst pattern in orange and red on the top half and a blue bottom half. The text 'MASK UP ARIZONA' is printed across the mask graphic.



10 Feet

Handwashing / Sanitation Plan

- Existing Women's and Men's Restroom in banquet hall for exclusive use by event attendees.
- Both restrooms have 6 handwashing sinks in place
- 4 Additional Hand sanitizer stations will be in place throughout the room as indicated on layout.



Social Distancing Plan

- Social distancing markers / reminders and barricades are in place upon entry to the park – images will be available in the Que Line plan.
- Symposium Attendees will be entering prior to Zoo opening so they will not be waiting in lines with public for entry.
- Maximum Capacity in the Stone House Pavilion is 598 per Fire Marshal. Attendance for Symposium will be restricted to 108 or fewer attendees.
- Maximum Seating in the Stone House Pavilion room is 30 rounds of 10 for a total of 300 seats. We will be reducing that to 18 rounds of 6 for a maximum of 108 people.
- Tables will be placed at least 6 feet apart from each other.
- Diagram for Seating available as sperate attachment
- Notices will be placed throughout the room as reminders to socially distance wile in the space.
- Doors will be designated at Entry and Exit Doors as opposed to two-way traffic up entry to banquet hall.
- Catering has been contracted through third party as plated meals – so no buffet line or cross traffic of attendees during service times.



**ADDENDUM TO TERMS AND CONDITIONS
ACNC EVENT HEALTH & SAFETY GUIDELINES**

For the Event: Arizona Lake and Pond Management CEEd class – Event Number: 31578-1, to be held Thursday, March 25, 2021 at 7:00 AM

The parties mutually agree as follows:

ACNC has the following Health & Safety Guidelines in place for ACNC employees, contract employees and volunteers (ACNC staff):

- ACNC staff who feel sick, have a fever or have knowledge of recent exposure to illness are required to stay home.
- ACNC staff temperature checks are conducted daily before reporting to work.
- All ACNC staff are required to wear a face covering.
- All ACNC staff are required to maintain proper social distancing.
- Sanitizer stations will be available at entry points and in restrooms.
- Signage will be present identifying entry and exit flow in and out of event spaces as well as social distancing markers.
- All high-touch surfaces will be sanitized regularly.
- All equipment such as tables, chairs and AV equipment will be sanitized prior to each event.
- Safety barriers will be in place at bars and food service areas.
- ACNC will determine maximum guest counts/room capacities and placement of potential high traffic points to ensure optimal staff and guest safety.

Client agrees to abide by the following:

- Client is responsible for communicating ACNC's Event Health & Safety Guidelines to their guests and to promote compliance while at the Phoenix Zoo.
- Client understands that maximum guest counts/room capacities for event spaces may change depending on authoritative health guidelines in place on the date of the event.
- Client guests are to wear face coverings while at the Phoenix Zoo.
- Client guests are to adhere to physical social distancing guidelines and engage in recommended sanitary practices including proper hand-washing and use of hand sanitizer while at the Phoenix Zoo.
- Client guests should refrain from attending the Event if they feel sick, have a fever or have knowledge of recently being exposed to illness.
- Client agrees to monitor guests and ensure compliance with guidelines contained herein.

All other terms and conditions as outlined in the Terms and Conditions remain in effect.

I have read and understand the terms and conditions outlined in the Addendum to the ACNC/Phoenix Zoo Client Agreement.

Authorized Client Representative: _____ Date: _____

Authorized ACNC Representative: _____ Date: _____

