OVERVIEW

1. Event

The City of Peoria Community Assistance and Community Engagement groups will host a Holiday Drive-thru Open House event on Friday, December 4, 2020. The event will be conducted in the parking lot area of the Community Center, located at 8355 W Jefferson St., from 10 am to 12 pm.

2. Event Scope

The Holiday Drive-thru Open House event is being hosted in an effort to connect citizens in need with resources and services available to them. To celebrate the holiday season, the event will be decorated in a festive manner. Stockings and candy will be provided as well. People will enter the event in their personal vehicles and drive through a designated route, stopping along the way at nonprofit booths. The attendees will not leave their vehicle while on the route. Participants staffing the booths (City and nonprofit organization staff) will approach the vehicle with promotional and informational materials to share with citizens in each vehicle. There will be a designated parking area for those who wish to receive flu shots and/or booster seats. There will also be a drawing for the chance to win a holiday feast. That prize will be awarded on a later date and not at the event.

3. COVID-19 Safety Protocols in Place for Special Event

The City of Peoria will follow CDC guidance for operating special events during the COVID-19 pandemic. To ensure the safety of participating staff and those visiting the event, the following protocols will be in place:

- Displaying signs throughout the event site to provide reminders to help prevent the spread of COVID-19. The signs will:
  - Encouraging social distancing
  - Discouraging people who are sick from attending the event
  - Encouraging covering coughs and sneezes with a tissue, then throwing tissue in the trash
- Encouraging hand washing, especially after using restroom, before eating, after blowing your nose, coughing, or sneezing
- Remind people to practice social distancing by remaining 6 feet apart
  - **Providing prevention supplies/practices to event staff and participants, such as the following:**
    - Hand Sanitizer stations will be in place for staff
    - Gloves will be provided to those working the event
    - Face Masks will be worn by all staff working the event
    - Cleaners/disinfectants for frequently touched surfaces/objects will be available
    - Tables and chairs will be disinfected after use
  - **Providing adequate spacing for the following:**
    - Between booths
    - Between customers, (e.g. space between vehicles and those parking to receive follow-up services such as booster seat installation and/or flu shots.) For flu shots, they will remain in their vehicles and for booster seats; we will ensure the number of people in one parking spot are no more than two outside of the vehicle.
    - Between staff (socially distance as much as possible at booths)
  - **Restrooms are available inside the Community Center building and are adequately supplied and maintained. The following is in place:**
    - Adequate supply of water, soap, and paper towels
    - Surfaces cleaned and disinfected on a frequent schedule
  - Identify a location that can be used to isolate staff or attendees who are sick

The following are recommendations that have been shared with those working the event:

- Insist on use of non-medical grade masks or cloth face coverings by employees when near other employees and customers
- Intensify cleaning and disinfection practices (Hand sanitizer stations in place, disinfectant wipes available)
- Sanitize table, chairs and other City equipment utilized during event
- Encouraged social distancing

4. **Attachments**

   ![Please review the following attachment:](attachment)

   **Attachments:**
   - COVID-19 signage to be posted at:
     - Entrance of event
     - On route driven by visitors
     - In parking area that will be utilized by those receiving flu shots and/or booster seat installation education.
STAY SAFE.  
STAY HEALTHY.

REMEMBER

Stay Home if You Feel Sick

Practice Social Distancing  
Stay 6 feet Apart

Wash Hands or Hand Sanitize Often and Thoroughly

Face Mask Zone

"Face mask are available at the Community Engagement booth for free."

Please adhere to the CDC guidelines for your area. Refrain from gathering in groups larger than 50 or more at one time and maintain social distancing of 6 feet or more.

If and when you are unable to socially distance, it is strongly suggested to wear a mask to help prevent the spread of Covid-19. If you do not have a mask one can be provided to you at the Community Engagement booth.

For more information, visit www.peoriaaz.gov/engage