OVERVIEW

1. Event

The City of Peoria Community Center in partnership with St. Mary’s food bank will host a brown bag food drive through on Thursday December 24, 2020. The program will be conducted in the parking lot area of the Peoria Community Center located at 8335 W. Jefferson St. Peoria, AZ. 85345 beginning at 7am while supplies last. This program is ongoing, every week on Thursday mornings from 7-9am.

2. Event Scope

The brown bag food program provides fresh food and produce to families in need.

People will enter the event in their personal vehicles and drive through a designated route stopping to receive a brown bag food box.

The attendees will not leave their vehicle while on the route.

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 customers, (e.g. space between vehicles and distribution tent
  - Between staff and volunteers(spatially distance as much as possible)
- 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:

- Staff will be required to wear non-medical grade masks or cloth face coverings during the event, and participants will be encouraged to wear masks as well.
- 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:

- **Attachments:**
  - COVID-19 signage to be posted at:
    - Entrance of event
    - On route driven by visitors
    - In parking lot
APPROVAL AND AUTHORITY TO PROCEED

We approved the event and mitigation plans as described above, and authorize the event planning team to proceed.

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<th>Signature</th>
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<tr>
<td></td>
<td>Sherie Steele</td>
<td>Family and Youth Svs Manager</td>
<td>12/23/2020</td>
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<td>Chris Hallett</td>
<td>Director, Neighborhood &amp; Human Services</td>
<td>12/23/2020</td>
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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