

Application for Special/Temporary Events of 50 or more persons during pandemic

Thank you for contacting the Pima County Health Department to learn how you can use best practices to keep your guests and the public safe and prevent the spread of COVID-19. The guidance provided in the following pages will assist you in completing the necessary applications required to host an event in accordance with Federal, State and County requirements.

IMPORTANT: Organized public events of more than fifty (50) people are prohibited per [Arizona Executive Order 2020-43](#) and [Arizona Executive Order 2020-52](#), unless the local jurisdiction approves otherwise. Approval requires that you submit at least 14 days before the event:

- Event information.
- Mitigation measures (what are you doing to ensure the health and safety of the guests and public); and
- Contact information of event coordinator(s) or organizer(s): (NOTE: If you plan to have food at your event, food-service permitting is also necessary. A separate [Temporary Food Event Application](#) will need to be submitted for each food vendor
- Contact information for a designate COVID-19 Safety Official who will be responsible for adherence to the safety guidelines at the event;
- Health screening information

The required Mitigation Plan can be completed using the forms provided in pages 3 through 13. To fill out these forms, you will need to explain your protocols or procedures for:

- Hand Hygiene
- Physical or Social Distancing
- Ventilation
- Signage and Communications
- Staff and volunteer screening
- Guest information
- Face covering (NOTE: Face coverings are REQUIRED at all events on all guests and staff)

Every two weeks, the State of Arizona and the Pima County Health Department determine the rate of community transmission to be “substantial”, “moderate”, or “minimal”. The amount of community transmission may determine the square footage required for each attendee.

The following pages, when complete, can be submitted to: Eventreview@pima.gov

Non-compliance with the plans submitted as part of this Special/Temporary Event permit may result in immediate cancellation or modification of event. It is the event coordinator’s responsibility to monitor and manage not only the participants/guests but also the staff associated with the event.

To learn more about how or why Pima County needs to review the information requested in the previous pages, please refer to any of the following Executive Orders, Proclamations or Resolutions:

Federal:

[**Centers for Disease Control and Prevention \(CDC\)**](#)
[**CDC Resuming Business TOOLKIT**](#)

State of Arizona:

[**Governor Ducey's Executive Order 2020-43**](#)
[**Governor Ducey's Executive Order 2020-52**](#)

[**Arizona Department of Health Services – COVID-19 Guidance for Business: August 10,2020**](#)
[**AZDHS.Gov community transmission status**](#)

Pima County:

[**Pima County Health Department**](#)
[**COVID-19 Dashboard**](#)
[**Pima County Temporary Food Event Code – Pima County Code 8.08.040**](#)
[**Board of Supervisors Resolution 2020-49**](#)

Your full mitigation plan must be submitted to eventreview@pima.gov as well as this application. The checklist below will guide you to the minimum required contents of a COVID-19 mitigation plan.

By checking each box on this page, you confirm that you have read and understood each requirement.

- I have reviewed Pima County’s guidelines for all participants, guests and staff required for my event.
 - I have assigned a COVID-19 Safety Official who is responsible for the enforcement of all special event guidelines and have provided contact information for that person to the Pima County Health Department.
 - I agree to ask any individual to leave the event for non-compliance with any of the health and safety procedures noted in the Mitigation Plan to protect the health and safety of the community.
 - I understand that cloth face coverings are currently required for all individuals. Face coverings must be worn at all times while at the event, including outdoor events. [Pima County Board of Supervisors Resolution 2020-49](#)
 - I will include the policies and procedures as well as consequences to the event of non-compliance in all communications and advertising.
 - I have identified and trained personnel to communicate regularly about COVID-19 health and policy issues to all involved individuals with the event prior to, during and after the event.
 - I will ensure ongoing communication with the Pima County Health Department regarding case reporting, should such be necessary.
 - I have designated staff and a procedure for tracking and managing information about:
 - Health Screening
 - Reports from staff about possible exposures or confirmed cases
 - Absences or symptom patterns that may be an outbreak so illness may be tracked internally and reported to:
 - those in contact with possible or confirmed cases and
 - relevant external organizations as directed by the health department
 - I understand that at any time prior to the event, the Pima County Health Department may update and/or revise the procedures delineated in this Mitigation Plan and Application based on possible changes in rules and regulations.
 - I will encourage use of contactless payment methods or pre-paid online tickets with scan codes, if applicable.
 - I will consider how the mask related requirements may impact compliance with the Americans with Disabilities Act.
 - My Mitigation Plan includes procedures for increased sanitation of applicable event areas, restroom areas and surfaces.
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Applications must be submitted a minimum of fourteen (14) days before the event start date to allow for review and processing, late applications will not be accepted.

Date of Application:	Permit Application # (For office use only)
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Section 1 – Event Coordinator and Organization Information

Applicant name			
E-mail address for correspondence	Applicant’s cell phone number	Applicant’s home or work phone number	
Mailing address	City	State	Zip
Operator/organizer name, organization name or D.B.A. and contact information			
Primary contact on day of event and cell phone number		Secondary contact on day of event and cell phone number	

Section 2 – General Event Information

Name of event			
Location and address where the event will take place			
Type of event (select all that apply) Open to Public <input type="checkbox"/> Private Event <input type="checkbox"/> One time only event <input type="checkbox"/> Recurring Event <input type="checkbox"/>			
Bicycle event <input type="checkbox"/>	Block party <input type="checkbox"/>	Car show <input type="checkbox"/>	Concert <input type="checkbox"/>
Cultural event <input type="checkbox"/>	Festival <input type="checkbox"/>	Parade <input type="checkbox"/>	Protest/Rally <input type="checkbox"/>
Run/Walk <input type="checkbox"/>	Sporting event <input type="checkbox"/>	Street fair <input type="checkbox"/>	Other: _____
Brief description of event, include description of conveyance of COVID-19 information to the public:			
Event date(s)	Set-up date and hours	Event start and end times each day	Take down date and hours
E-mail address for public information:		WEB ADDRESS for public information:	
Is this a first time event?	Yes No	Type of event, continued:	Ticketed Free
Food/beverage service?	Yes No	Alcohol service? Yes No	<i>Answering "Yes" to food/beverage/alcohol service requires additional permitting through CHFS or AZDLLC</i>

Event attendance Large Gatherings of More Than 50 People are currently prohibited under E.O. 2020-43 without approval from PCHD

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Guests/Attendees							
Participants/vendors							
Volunteers/staff							
Anticipated total event attendance:	Anticipated peak event attendance – day, time and number			What is the maximum attendance at any time in the event area - including staff/volunteers?			

Section 3 - Event COVID-19 Safety measures

For office use only: The current level of community transmission at time of event review currently rated as Substantial Moderate Minimal
[visit azdhs.gov](http://visit.azdhs.gov) for information about COVID-19 community transmission status

Square Footage per attendee requirements: 150 square feet of space needs to be available for every attendee, what is the event space square footage?
 square feet. **Based on sq ft of space, your maximum number of individuals at a time in the event area is**

If any element of Pima County business reopening status for community spread of COVID-19 above is changed to "Substantial"(cases per 100k, percent positivity or percentage of hospital visits with COVID like illness) I understand that my approval may be withdrawn and I acknowledge this risk. Initial

Section 4 - COVID-19 Safety Official			
Covid-19 Safety Official name			
E-mail address for correspondence	COVID-19 S.O.'s cell phone number	COVID-19 S.O.'s home or work phone number	
Mailing address	City	State	Zip
Corporation name, organization name or D.B.A.			
Primary contact on day of event and cell phone number		Secondary contact on day of event and cell phone number	

Section 5 - COVID-19 Health Screening Information		
Is a health screening process for staff attached with application?	Yes	No
Are there procedures if staff have positive symptoms, a possible exposure or a confirmed exposure attached with application?	Yes	No
Are guests going to be subject to any kind of health screening? If yes, attach procedure with application.	Yes	No

Section 6 – Layered Mitigation Plan Attestation	
<p>A full Covid-19 mitigation plan must be submitted with this Special/Temporary Event application, no exemptions. Details of the mitigation plan will be reviewed/commented on by Pima County Health Department and/or other appropriate authorities. An incomplete plan will not be processed and your application will be returned for corrections. Applicant attests to the following guidelines at the event by initialing next to the statement.</p>	
HAND HYGIENE	Initial
Post signs encouraging good hand and respiratory hygiene practices	
Scheduled timed handwashing/hand sanitizer at least every 3 hours for staff (<i>Food employees follow requirements of Pima County Food Code for hand washing</i>)	
Staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended	
Hand sanitizer available for public: restrooms, halls, entrances, exits. <i>Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers</i>	
Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.	
PHYSICAL DISTANCING - INCREASED SANITIZATION	
Encourage physical distancing by limiting the number of people in the event space to the amount where 6 feet of distance and limited mixing between groups	
Goal of small groups less than ten when feasible	
At least 6 feet between sitting areas (can also be separated by physical barriers)	
Ensure implementation of the social and physical distancing and accommodate the attendees. Extra-wide aisles between booths and tables will be implemented to promote and practice safe social distancing	
Use of acceptable physical barriers when unable to maintain six feet apart; these are usually made out of acrylic plexi-glass or polycarbonate plastics	
Plexi-glass barriers will be installed in the registration area of the event to provide a physical barrier between registrars and attendees	
Social distancing guidelines extend to dance floor area. Mask usage extends to dance floor area.	
Restroom areas, tables, high touch surfaces and other applicable areas are sanitized regularly with EPA approved sanitizer	
VENTILATION	
Work with an HVAC specialist to ensure their ventilation systems operate properly and have been modified to increase the circulation of outdoor air as much as possible in accordance with ASHRAE guidance for COVID-19.	
Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before guests arrive; plan to do thorough cleaning when people are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.	
If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).	

Section 6 – Layered Mitigation Plan Attestation (continued)

Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.

SIGNAGE

Health and safety [guidance signs](#) and “Covid-19 safety procedures” will be posted throughout the event, reminding everyone to follow proper hygiene and protocols for hand washing, sneezing, coughing, and to avoid touching their faces. Signs and floor tape markings will be installed to encourage attendees to social distance and wear face coverings.

Section 7 – Capacity Limit details

How will you monitor and ensure adherence to your specified occupancy limits?

Empty response area for Section 7.

Section 8 – Event Staff and Volunteer Screening

This section should include information on [health screening procedures](#) for event staff and volunteers. What will be included in the screening (health survey, temperature check)? Will the screening be conducted daily? Who will be responsible for performing the screening, and how will those individuals be trained?

Section 9 – Social Distancing Measures

This section should include information on how [physical and social distancing measures](#) will be implemented during the event. Be sure to include details on physical and social distancing protocols during the event, attendee entrances/exits, floor plans with one-way traffic flow, and directional/physical distancing signage. How will seating areas be modified to allow for social distancing?

Section 10 – Guest information details

This section should include information on how guests will be informed to stay home if sick or part of a [vulnerable population](#) (individuals age 65 and older, individuals who are immunocompromised, and individuals of all ages with serious underlying medical conditions). Be sure to include details on guest screening procedures before entering the event. Who will conduct the screening? Who will not be permitted access? Will attendees have in and out access to the event?

Section 11 – Face coverings details

This section should include information on the requirement of face coverings for event staff, volunteers, vendors, and attendees as required by [Pima County Board of Supervisors Resolution 2020-49](#).

Will the event provide face coverings to attendees? What other personal protective equipment will be provided? How will it be enforced?

Section 12 – Communication details

This section should include communication procedures. How will guests be informed of event expectations prior to arrival? How will guests be reminded of expectations during the event (example: signage at entrances/exits)? Provide details and locations of [signage](#).

Example language:

- *Stay home if you are sick, or are exhibiting any of the following symptoms; cough, shortness of breath, fever, chills, muscle pain or sore throat.*
- *Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions (heart disease, chronic lung disease, asthma, etc.) might be at higher risk for severe illness from COVID-19, and should not attend the Event.*
- *An inherent risk of exposure to COVID-19 exists in any public space where people are present.*
- *COVID-19 is an extremely contagious disease that can lead to severe illness and death.*

Section 13 – Temporary Food Service, if applicable	Initial
If food is being prepared onsite, Pima County Health Department rules will apply. Contact Consumer Health and Food Safety if you are unsure if temporary food service permits are required. 520-724-7908	
Provide Pima County Health Department and the City of Tucson a list of vendors with contact information 14 days before the event.	
All cooking and heating equipment will be required to follow Tucson Fire Prevention policy. This policy can be obtained at http://fire.tucsonaz.gov/files/fire/Cooking_Booth_Information_11-08-13.pdf . The extinguisher requirements outlined in this policy must be followed.	
Mobile Food Establishments are operating within the limitations of their permit	
Temporary Food Establishment Permit applications have been obtained for each vendor that is not a Mobile Food Establishment and that requires a Temporary Food Establishment Permit	
<p>Temporary Food Establishment Permit applicants must follow requirements as stipulated in Pima County Code 8.08.040, Temporary Events, and Pima County Food Code. Ensure the following criteria are met:</p> <ul style="list-style-type: none"> • Booths must be fully enclosed with overhead covering, sidewalls/screening, and floor covering • All food preparation must be conducted inside of the booths. Note: Check with local fire department or fire district regarding regulations of cooking equipment i.e. propane burners and grills • Each individual booth must have a hand washing set-up with water of at least 100F, soap, and disposable paper towels, and a catch basin for dirty water if using gravity-flow style set-up 	
Staff/volunteers must wear masks as required in Pima County Resolution 2020-49	
Vendors ready to screen staff/volunteers for symptoms and history of exposure at time of arrival for previous food preparation and/or upon arrival at the event	
Ample linear spacing of booths provides appropriate physical distancing of individuals when outside of their booths	
Describe food service, if applicable	

Section 14 – Additional Event Details

A detailed map of event/floor plan must be submitted with this application if event is open to the public

Section 15 – Acknowledgement and Signature

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. I understand that intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of approval.

I understand that Pima County Health Department reserves the right, in its sole discretion, to determine if this Special Event is permitted to occur based on the content of this application and full mitigation plan.

Review time frame: A response for administrative completeness will be received within 3 business days.

Appeal process: A person who has been adversely affected by the outcome of the Special Event application review process may appeal by filing with the Pima County Health Director a written request for appeal within ten days of the time the person notified of the action. See P.C.C. 8.04.130(A). Written requests must be sent to the Pima County Health Director at 3950 S. Country Club Rd. Ste. 100, Tucson, AZ 85714.

Signature of Applicant's Authorized Agent or Applicant

Date