

## Phoenix Sister Cities (PSC) COVID-19 Preparedness and Response Plan

PSC aims to protect its vendors, performers, and guests by enacting all appropriate prevention efforts. PSC is continually monitoring guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and local authorities to implement modifications where appropriate.

To ensure the safety of all our guests and partners who attend the event, please review the following safety measures:

### 1. OUR PERFORMERS and GUEST SPEAKERS

- a. PSC will provide a stage for all performances and speakers
- b. Our AV partner Rhino will control all audio settings for the performances and speakers
- c. All performers and speakers will be required to wear masks while off stage
- d. Speakers will have their own microphones
- e. Guests will be asked to maintain a six-foot distance from each stage area

### 2. CATERING

- a. M Catering staff will be required to wear masks and gloves for the duration of the event
- b. Gloves will be replaced each time a different task is performed in the food preparation process
- c. M Catering food station attendants will distribute food to our guests

### 3. VENUE

- a. Warehouse 215 will provide six sanitation stations and on-site staff will replace these stations as necessary
- b. Warehouse 215 will have staff members on-site to sanitize high touch areas every 45 minutes during the event
- c. Warehouse 215 will provide temperature checks upon entry
- d. PSC will ensure that the spacing of tables are within the guidelines of social distancing rules

### 4. NIGHT MARKET

- a. PSC will have one attendant outside each night market stall, monitoring the number of guests per tent
- b. There will be no more than three people per tent (friends/family groups may remain together – volunteers will divide parties of 5+)
- c. Each item used in the night market will be sanitized after use
- d. Any night market game pieces that can be pre-packaged and/or are disposable will be made available for guest use

### 5. VOLUNTEERS

- a. All volunteers will be required to wear masks while not in the green rooms
- b. Volunteers will always have access to hand sanitizer/sanitizer wipes
- c. Drawing ticket sellers will sanitize pens after each use
- d. Volunteers will sanitize all high touch surfaces around the venue every 45 minutes

### 6. PHOENIX SISTER CITIES

- a. PSC staff will be required to wear masks
- b. PSC will hand out masks and hand sanitizer will be available at registration
- c. Green rooms for volunteers and staff will be cleaned every 45 minutes

**For our guests, staff, volunteers, vendors, performers, etc.**

- There will be sanitizing procedure signage and social distancing signage around the venue as a friendly reminder
- We ask that you please stay home if you are sick, if you are at a higher risk for severe illness, or if you traveled out of state within the last 14 days prior to September 25. You will be asked to leave the premises if you do not follow these precautions
- Face masks are recommended and will be available at registration for all guests
- We will require attendees to practice social distancing when feasible and avoid crowding around the restrooms, bars, night market tents, etc.
- It will be advised that attendees regularly wash their hands and use sanitizer stations around the venue (sanitizer stations throughout venue and at each entry/exit)
- At the end of the night, attendees will be encouraged to wash their hands with soap and water for at least 20 seconds when they get home
- In order to manage capacity limits and provide everyone with the safest possible experience, PSC will have timed ticket entry
- Guests waiting to enter the venue will be spaced 6ft apart
- Guests will be asked to supply valid contact information if contact tracing becomes necessary

**PLEASE NOTE:** Upon entering, all guests acknowledge that Phoenix Sister Cities will not be held responsible or liable for any COVID or COVID related illness to attending The Mayor's International – An Evening in Chengdu, China.

PSC will continue to review and amend the preparedness and response plan as necessary. New updates will be available at [phoenixsistercities.org](http://phoenixsistercities.org). Thank you!

