



PUBLIC HEALTH PROTOCOL CAR LINE CELEBRATIONS

Recent Updates

10/6/2020

- This protocol has been updated in its entirety to reflect new information and to align with Health Officer Orders and State guidance.

The Pasadena Public Health Department is adopting a staged approach, supported by science and public health expertise, to allow for people to start to use public spaces again in ways that will limit the risk of exposure to COVID-19. In order to celebrate or acknowledge individuals, accomplishments, or holidays, the city is allowing car line celebrations or drive-through events. During the COVID-19 pandemic, it is crucially important that the Host of the car line celebrations or drive-through event and all participants observe and adhere to the following Public Health requirements, in order to keep the risk of exposure to COVID-19 low.

Car Line Celebration or Drive-Through Events Must Comply with the Following Protocols:

- The car line celebration or drive-through event must have a designated Host who is responsible for ensuring compliance with this Protocol during the occasion.
 - A car line celebration is an occasion where, during the entirety of the celebration, every participant, excluding the Host, Personnel, and security, except as expressly provided herein, remains in a fully enclosed motorized vehicle with the seat belt fastened and where all occupants of each enclosed vehicle are members of a single household. In this case, an enclosed vehicle does not include a motorcycle, a convertible with the top open, a vehicle with no doors, or a bicycle.
 - The car line celebration must have a designated organizational host (“Host”) who is responsible for ensuring compliance with all Health Officers Orders during the occasion. Only those minimal personnel of the organization necessary to facilitate the car line celebration/drive-through event and to ensure compliance with Health Officer Orders can be present (“Personnel”).
 - The Host must ensure participants, personnel and security services adhere to the [California Order](#), which mandates that a face covering must be worn when outside the home unless specified.
 - The Host is responsible for planning the car line celebration event in a manner that complies with all municipal ordinances, permitting requirements, traffic control requirements, and laws applicable in the City of Pasadena.
- If more than 20 vehicles will be present, the Host must, at its own cost, arrange for and provide security sufficient to ensure compliance with this protocol and address any traffic and safety issues. The amount of security necessary shall be determined by the entity providing security but should be no more than that deemed necessary to maintain safety and ensure compliance.
- The Host must develop a car line celebration or drive-through event plan that includes all the elements noted in the Event Plan section below.
- Only those personnel of the organization who are necessary to assist the Host with the car line

celebration can be present outside of their vehicles, except as expressly provided below. The Host and all personnel assisting the Host must wear a cloth face covering whenever in contact with others.

- Participating vehicles cannot exceed their maximum occupancy.
- The car line celebration must proceed by invitation only, with the participating vehicle limit tied to the capacity size of the location.
- The Car Line Plan must be compliant with requirements from the Pasadena Police Department and Transportation Department.
- The car line celebration must take place in an outside location large enough to accommodate the amount of cars invited to line up as part of the celebration. Spacing between vehicles must be sufficient to allow for emergency entry and exit.
- If the location of the car line celebration is not the property of the Host, the Host must provide the property owner a copy of the Car Line Plan and obtain written permission or agreement to use the location that specifically acknowledges receipt of the Car Line Plan.
- The occupants of a vehicle must be members of the same household or living unit. Participants cannot change vehicles during the car line celebration.
- If a window of the vehicle is open, the occupants of the vehicle must wear a face covering.
- The Host may provide a single document or item to one vehicle participant at a time or carry away charitable donations, but must do so while adhering to face covering requirements. Only one item or bag of items may be passed through to each car, per car line celebration, in order to avoid multiple transactions bringing people close together. One person in each vehicle may, as permitted by the Host and adhering to face covering requirements, leave the vehicle to receive or pick-up items or charitable donations, one vehicle at a time.
- Occupants of participating vehicles cannot leave their vehicles except for emergency purposes, to use restroom facilities or as permitted by the Host for brief periods of time (to drop off or pick up items, or to receive a diploma) one vehicle at a time. While outside of the vehicle, participants must use a cloth face covering and remain as distanced from the Host and Personnel as possible.
- If the Host makes toilet facilities available during the car line celebration, they must be sanitized by the Host or Personnel on a regular basis. Markers should be set up to indicate appropriate physical distancing for any line that forms for the restroom.
- Any items or food and drink related trash brought by occupants of a vehicle must remain in the vehicle. Sales of any items or food is not permitted during the car line celebration. Packaged candy or other prepackaged non-perishable food can be distributed as part of treat bags. Treat bags should only be available and distributed by the Host, and should not have multiple distribution points.

Car Line Plan:

- The Car Line Plan should be developed by the Host prior to inviting persons to participate in the car line celebration.
- The Car Line Plan must be provided in advance to each invitee and available to City staff (such as police or transportation officials) upon request, but submittal prior to the car line celebration is not required. A copy of the plan must also be available to share if requested on the day of the car line celebration.
- The Car Line Plan must also be posted prominently at the car line celebration location and must include the following, as applicable:
 - Host contact information, including cell phone number and email address
 - The total number of Personnel needed to facilitate the car line celebration

- The estimated number of participating vehicles and the estimated length of time the car line celebration will last, as approved by the local jurisdiction
- How the vehicles will line up for entry into the Host's designated location
- How the arrangement of vehicles will allow for sufficient space to permit emergency entrance and exit from the vehicles
- How the Host, Personnel, and security will monitor the car line celebration so that only the occupants of one vehicle are allowed to exit their vehicle at a time during the occasion (except for toilet facility use and emergency)
- If applicable, how the Host or Personnel will monitor the line at the restrooms to ensure Social Distancing Requirements are being met
- If applicable, how the Host or Personnel will ensure the bathrooms will be disinfected between uses
- The name of the security company (or if the Host already employs security, it may use its existing security officers and identify those employees) or agency, how many security officers will be used, and how security will ensure compliance with all Health Officer Orders

Health Screening

- Persons experiencing symptoms associated with COVID-19 (fever of 100° F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, headache, muscle pain, or a new loss of taste or smell) may not participate and must stay home. Participants should self-screen shortly before and during the car line celebration. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- The local Health Officer Order requires everyone to self-isolate when sick with COVID-19 and self-quarantine for 14 days from last contact with someone with COVID-19. Quarantine must be maintained for 14 days, even if test results are negative (no virus detected).
- Sick individuals should stay home for at least 10 days or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.

Restrooms

- If portable restrooms are provided, a handwashing station with liquid hand soap, paper towels, and a hands-free trash receptacle must be adjacent.
- Signage instructing participants to wash their hands with soap and water after using the restroom must be posted at the handwashing station.

Face Coverings

- Host, personnel and security must wear a cloth face covering at all times. Vehicle occupants must wear a cloth face covering when any vehicle windows are open.

DEPARTMENT OF TRANSPORTATION REQUIREMENTS

Safe Driving

- Vehicle gathering points that designate the start of the procession must be off street and not within the public right-of-way.
- Drivers must follow the rules of the road, including all traffic control devices such as stop signs and traffic signals.
- Drivers must turn on hazard lights to notify others that they are part of the car line.

- Drivers must be considerate of driveways along the route and allow other vehicles to cross in to and out of driveways.
- If there is only one travel lane, drivers must not block the only travel lane.
- Drivers must be aware of bicyclists in the street and allow bicyclists to occupy the travel lane.
- Drivers must be aware of pedestrians that may be in the roadway or crossing the street.
- Drivers must not block bus stops or crosswalks.
- Pedestrians (Host, etc.) should not be able to enter the roadway and must remain on the sidewalk.

Temporary No Parking Signs

- If the removal of on-street parking along the frontage of the host property is needed to allow queuing on street (to avoid blocking a travel lane) the Host must contact the Department of Transportation at 626-744-7665 to request “Temporary No Parking” signs at least one week before the scheduled car line celebration. “Temporary No Parking” signs must be installed by the applicant 48-hours before the car line celebration.

KEY PRACTICES



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH CLEAN FACE COVERING



PERFORM DAILY HEALTH SCREENINGS

CONTACT INFORMATION

If you have questions, you can request information through the Pasadena Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.