



City of Phoenix
OFFICE OF THE CITY MANAGER

Michelle Lee
100 N. 3rd St.
Phoenix, AZ

May 4, 2021

RE: ATA Martial Arts Tournament

Dear Ms. Lee,

Thank you for completing the Special Event COVID Pre-Application and communicating with our team regarding your planned activity of The ATA Martial Arts Tournament at the Phoenix Convention Center on May 29, 2021. Approval of an operating permit does not mean your guests, or your staff, are not at risk from the COVID-19 pandemic. There is no pathway we could outline that would establish with 100% certainty that no one will contract the virus. Additionally, the City of Phoenix accepts no liability, and declines to indemnify anyone electing to attend this event. Finally, we require that the ATA Martial Arts Tournament have its attendees sign a liability waiver to attend the event, and that the waiver includes the City of Phoenix as a party the attendees are releasing from liability. Please provide us a copy of any draft waiver for our review and approval before finalizing.

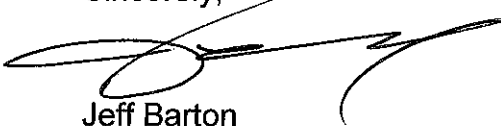
Our understanding of the event is as follow:

- Limited attendance (500 participants plus no more than two spectators per participant) for a total of 1,500 participants
- Socially distanced competition mats
- Five separate 2 hour time slots with approximately 275 attendees per time slot
- Ticketless QR Code
- Attendance limited to one of 8 ATA affiliated schools
- All attendees will exit at the end of their 2hr time slot or earlier depending on their performance
- Temperature checks and digital medical questionnaire
- No food and beverages
- There is a strong focus on distancing and having designated spaces.
- A very good plan to have six COVID-19 compliance officers monitoring the event.

By copy of this letter, the City of Phoenix hereby approves the event scheduled for May 29, 2021. This approval notwithstanding, the City reserves the right to re-evaluate and reassess our approval if there is evidence that your organization fails to comply with the

protocols set forth in your plan or if there is a sudden and dramatic increase in the COVID-19 infection rates within our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Barton', with a large, sweeping flourish extending to the right.

Jeff Barton
Assistant City Manager



City of Phoenix

6 COVID managers - increased air flow

Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event's COVID-19 practices and procedures. This application is intended to provide insight into the event, and it's planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This application does not replace any other event permit application required by any other agency/department. If this application is approved the event must still submit for and obtain all necessary event permits and licenses. This application provides no guarantee the event can be held. See attached

| Event Information | | | |
|--|---|--|--|
| Name of Event | ATA Martial Arts Tournament | | |
| Event Address | 100 N. 3rd Street | Stationary Event? Moving? (parade, etc) <input checked="" type="checkbox"/> | |
| Name of Venue | Phoenix Convention Center | | |
| Date(s)/Time of Operation | Start Date 5/29/2021 | End Date to 5/29/2021 | End Time to 7pm |
| Contact Familiar with COVID Procedures & Plans | Name Michelle Lee | Phone 602-510-7206 | |
| Contact Email | leesatamartialarts@gmail.com | | |
| Attendance | Anticipated Number of Attendees 1,500 | Public Event | Private Event <input checked="" type="checkbox"/> |
| | | | Open to All? Ticket-RSVP? <input checked="" type="checkbox"/> |
| Social Distancing | Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input checked="" type="checkbox"/> | | |
| | Provide plan for temperature checks for attendees. See attached <input type="checkbox"/> | | |
| Plan and Layout | Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input type="checkbox"/> | | |
| Venue Details | Square Footage of Event Space: Indoor <input checked="" type="checkbox"/> Outdoor _____ Both _____ | | |
| Arrangement | Seating <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Reception <input type="checkbox"/> Booths <input type="checkbox"/> Other _____ | | |
| Occupant Load | Maximum Occupants with No Restriction: 1,857 | Social Distancing Occupant Load 1,714 | |
| Barriers/Security | Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input type="checkbox"/> | | |
| | Event Security? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| Cleaning & Disinfection | Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input checked="" type="checkbox"/> | | |
| | Cleaning and Disinfection Product(s) EPA approved against COVID-19? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| | What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples. See attached <input checked="" type="checkbox"/> | | |
| | Outside Vendor Providing Cleaning & Disinfection Service? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | |

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771 For more information visit www.phoenix.gov/fire/prevention
Phoenix Fire Department - Fire Prevention Section
150 S 12th St Phoenix, AZ 85034 - 602-262-6771



City of Phoenix

| | |
|---|--|
| If yes, provide company information (Name, address, phone, contact, email): | |
| Food Service | On-Site Preparation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | Consumption on-site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input type="checkbox"/> <i>Provided by Phoenix Convention Center</i> |
| Seating for Food Consumption? | Public Water Stations Provided? |
| Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many? |
| Restroom Facilities | Existing/Built-In <input checked="" type="checkbox"/> Portable <input type="checkbox"/> |
| | How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input checked="" type="checkbox"/> |
| Merchandise & Payments | Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input type="checkbox"/> |
| | Ticket Sales on Site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| | Ticket Scanning at Entrance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | Queue lines for Scanning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Event Staff | Ticket sales available prior to event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | What process is in place for symptom and temperature checks prior to start of shift? <i>All attendees will fill out a Covid Questionnaire 24 hours in advance.</i> What training has staff received on all COVID safety protocols? Consider using <u>Interim Guidance for Businesses and Employers</u> as a guide. See attached <input checked="" type="checkbox"/> |
| Transportation | Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> How is the promoter recommending attendees to arrive to and from the event? |
| | How is cleaning in accordance with CDC guidelines, being achieved? See attached <input type="checkbox"/> |
| Attachments | The following attachments are required as part of this resume. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Social Distancing Plan <input checked="" type="checkbox"/> Event Layout (include all seating and food areas) <input checked="" type="checkbox"/> Barriers/Security/Que Line Plan <input checked="" type="checkbox"/> Cleaning & Disinfection Plan for all Touchpoints and Surfaces <input checked="" type="checkbox"/> Samples of COVID Safety Signage & Messages (Include mask requirements) Food Service Preparation & Service Plan - <i>Sandy</i> Handwashing/Sanitation Plan Physical barriers for Points of Sale Plan Event Staff Shift Checks Transportation Cleaning & Disinfecting Plan |

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The Phoenix Convention Center's (PCC) re-opening plan engages five strategies to ensure the safest conditions possible for future events.

1. Follow CDC recommendations for physical distancing
2. Follow CDC recommendations for personal protective measures
3. Remove touch points whenever possible
4. Engage in a process of constant cleaning and disinfection
5. Focus efforts on client communication and staff training

As hosts of the ATA Karate Tournament, PCC staff and the client have developed an event plan which applies these five strategies to this unique setting.

PCC has installed permanent and temporary signage which reminds occupants to:

- Keep physical distance using:
 - Printed and digital signs
 - Floor appliques
 - Table tents and table signs
- Requires face covering be worn by all persons at all times, unless consuming food or beverages
- Encourage "right hand travel" through doors and in circulation areas
- Direct participants to hand sanitizer and disinfecting wipes, which are liberally dispersed in all public areas

All doors will be held open to eliminate touch points. Restrooms have been modified to add additional barriers between occupants. All fixtures are touchless, including faucets, soap dispensers and paper towel machines. Water bottle refill stations are available and are touchless. Parking operations are fully automated, eliminating person to person interaction.

Restrooms will be cleaned throughout the day based on the event schedule. Restrooms will be disinfected nightly. All tables, chairs and equipment will be cleaned, disinfected and reset nightly.

Close communication with the client has enabled the creation of the event plan which follows. They communicate these points to all participants.

PCC will assign a COVID "compliance manager" to ensure that we met all governmental requirements for reopening.

Special Event COVID Pre-Application

EVENT: ATA Martial Arts Tournament

DATE: May 29, 2021

Social Distancing and Safety Plan

Basic Protocols that will be in place are temperature checks prior to receiving their wrist band. No person will be allowed into the Hall without a wrist band. If any of our 75 staff members in the building see a person without a wristband, they will be escorted out to the registration table.

All spectators and participants will also be sent a Covid-19 questionnaire to be filled out online prior to the event. Each day leading up to the event they will be reminded to fill out the form if they have not already done it. If they show up to the event and are on the list of people who did not fill out the questionnaire, they will be asked to answer questions listed on a sign about their health, recent travel, etc. Attached as an addendum is the questionnaire that we have been using for the last 13 months at our academies for liability release along with a CDC list of questions that will be converted to a digital questionnaire.

All spectators and participants will be required to wear a mask at all times unless they are competing as an athlete. All 75 of our staff members will be vigilant to this order. All spectators and participants are currently following these guidelines on a daily basis in our Academies with no exceptions to the rule.

Hand sanitizing dispensers will be available at the registration table, command table, dignitary table, engraving table and at all 15 rings.

Capacity Control: All competitors will register for competition during open enrollment between April 30th – May 25th. Estimated competitor count is 500 people with a maximum of 2 accompanying family members per competitor. Estimated spectators are an average 1.7 people per competitor with an expected total of 875 spectators. Total individuals are 1,375 that will be divided into 5 separate 2-hour slots making groupings of approximately 275 assigned to one of 15 pods with no more than 36 people per 1,444 sq foot pods which is well under the capacity limitation of 51 people. They will enter the building and leave the building within 2 hours. After sanitization of the ring, the next group of 36 or less people will enter the pod. The private event will open at 7:00 am for check-in Round 1, 9:00am for check-in Round 2, 11:00 am for check in Round 3, 1pm for check in Round 4 and 3pm for check in Round 5.

Schedule of Competition

| | |
|--|--|
| White/Orange/Yellow Round 1: 8am – 9:45am | Approximately 300 people (100 comp/200 spec) |
| Green/Purple/Blue Round 2: 10am – 11:45am | Approximately 275 people (100 comp/175 spec) |
| Brown/Red/Black Round 3: 12pm – 1:45 pm | Approximately 275 people (100 comp/175 spec) |
| White/Orange/Yellow Round 4: 2pm – 3:45 pm | Approximately 275 people (100 comp/175 spec) |

Occupancy

Hall F (48,000 sq ft)

| Capacity with No Restrictions | COVID Capacity | Maximum Occupancy | Percentage of Normal Capacity | Percentage of COVID Capacity |
|-------------------------------|----------------|-------------------|-------------------------------|------------------------------|
| 6,857 | 1,724 | 300 | 4.4% | 17.4% |

Registration: All competitors are registering on-line, and divisions assignments will be sent in advance so they know not to arrive until 15-minutes prior to their assigned competition time. Competitors and Spectators will already have a QR Code sent to their phone for touchless check-in. Each person will be given a wrist band that will designate whether they are in Rings 1-5, 6-10 or 7-15. While in line each family unit of 3 people will be separate by 6 feet from the next family unit of 3 people. All wristbands will be checked at the door by security.

Ring Side / Competition: All competitors and spectators will report directly to their ring. The 3 to 4 Judges will sit 6 feet apart on the North side of the ring. 3 competitors will sit on the East, South and West side of the ring 6 feet apart. Their respective parents/family will sit 3 feet behind their competitor also sitting 6 feet apart from each pair of seats. Most rings will have less than 9 competitors; but each ring will be preset for 9 competitors.

Dismissal from the Ring: The winners for 1st, 2nd and 3rd Place will be dismissed to the engraving table and the remaining competitors will be asked to exit the building within 15 minutes. The engraving table will have markers for the floor to keep people physically distanced. The 15 rings will all be released in increments of approximately 5 minutes apart to allow for a smooth control of the crowd release. In the event of a ring running late the next round assigned to that ring will be delayed and those competitors will be asked to wait in the common area.

FOOD / Concessions

There will be no food and beverage consumed in the Hall. If attendees need food, they can go to a local restaurant or purchase water bottles in the lobby area. All food and beverages must be consumed in the area where it was purchased.

BARRIERS/SECURITY /QUEUE LINE PLAN

1. LOBBY: Competitors with their 0 or 1 or 2 spectators will line up together and be socially distanced 6 feet apart from the next competitor. All competitors will have already registered, and spectators will have RSVP'd prior to the event and have a QR code on their phone for contactless admittance. Competitors with spectators will be allowed to arrive no earlier than

45 minutes prior to their competition. There will be 6 stations at the check-in table. Each station will check-in 20 competitors with accompanying spectators. Average time to check in is 2 minutes.

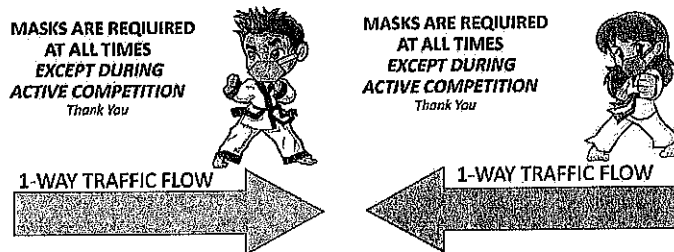
2. There will be 2 security guards at the entrance checking the wrist bands to make sure that only the color of bands for the round of competition is allowed admittance into the Competition Hall. All 3 judges in each pod will be controlling their 1444 sq foot pod for correct color wrist bands. Anyone who has a different color will be escorted to the lobby.
3. There will be a barrier separating the entrance and the exit flow of traffic as seen in the layout as well as barriers between the Pods 11 to 15 to keep the one directional flow of traffic.

Cleaning & Disinfection Plan

1. Registration check-in will be touchless, the doors will be open to the Hall and touchless.
2. The Phoenix Convention Center will be responsible for the bathrooms.
3. Each Pod will be disinfected after each round of competition. The competitors sit on the mats and spectators sit in chairs. Mats and chairs will be sprayed with a Hospital Grade Lysol product from Waxie Corporation and the floors will be sprayed with 764 Lemon Quat Disinfectant Cleaner from Waxie Corporation and wiped with a Swiffer pad to spread the cleaner evenly.
4. The judges will not touch the children since their parent/spectator will be there to assist.
5. Medals will be handed to the winners in a sealed bag instead of placed over their head in the traditional manner. The engraver will take the medal out of the bag, engrave it and place it back in the bag after spraying it with Hospital Grade Lysol product.

Samples of Covid Safety Signage

1. All Chairs will be facing away from the walkway and will have these signs on the backs of every chair so that there will be 60 signs positioned for ease of visibility. They will be printed 11 x 17 full color.



No Food and Beverage will be consumed in the exhibition hall.

Hand Sanitizing will be available at Each Pod. Handwashing will take place in the bathrooms.

Physical Barriers will not be needed at points of sale. All registrations will be done in advance.

The event will be completely cashless.

Event Staff Shift Checks – Our judges are preassigned to their rings and will check in and out with the Check in station in the common area.

No Transportation is used for the event.

TODAY'S DATE: _____

CDC FACILITIES COVID-19 SCREENING

PLEASE READ EACH QUESTION CAREFULLY

PLEASE CIRCLE
THE ANSWER
THAT APPLIES
TO YOU

1. Have you experienced any of the following symptoms in the past 48 hours:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

YES

NO

2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?

YES

NO

3. Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?

YES

NO

4. Have you been in close physical contact in the last 14 days with:

- Anyone who is known to have laboratory-confirmed COVID-19?
- OR
- Anyone who has any symptoms consistent with COVID-19?

YES

NO

5. Are you currently waiting on the results of a COVID-19 test?

YES

NO

6. Have you traveled in the past 10 days?

YES

NO

I certify that my responses are true and correct



Waiver of Liability and Hold Harmless Agreement

In consideration of receiving permission to be on premises of at the Phoenix Convention Center on May 29, 2021, for an ATA Martial Arts tournament, I on behalf of myself and my minor child/children for whom I have the capacity to contract, hereby acknowledge and agree to the following:

- 1) I understand the hazards of the novel Corona virus (Covid19) and am familiar with the Centers For Disease Control and Prevention (CDC) guideline regarding Covid19 I acknowledge and understand that the circumstances regarding the Covid19 are changing from day to day and that, accordingly the CDC guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.
- 2) Notwithstanding the risks associated with Covid19, Which I readily acknowledge, I hereby willingly chose to participate in Activities at Lee's ATA Martial Arts.
- 3) I acknowledge and fully assume the risk of illness or death related to the Covid19 arising from my being on the premises and participating in the activities and hereby release, waive, discharge and covenant not to sue (on behalf of myself and any minor child from whom I have the capacity contract) Lee's ATA Martial Arts, Phoenix Convention Center, ATA International, Lee's ATA Martial Arts Associates or Management and their owners from any liability related to the covid19 which might occur as a result from my being on the premises and participating in the activities.
- 4) I shall indefinitely, defend and hold harmless the releasees from and against any and all claims, demands, suits, judgements, losses or expenses of any nature whatsoever (Including without limitations, attorney's fees, cost and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, Directly or indirectly, in infection of covid19 or any other illness or injury.
- 5) It is my express intent that this waiver and hold harmless agreement shall bind any assigns and representatives and shall be deemed as a release waiver, discharge, and content not to sue the above named releasees. This agreement and the provisions contained herein shall be constructed, interpreted, and controlled according to the laws of state of Arizona. I hereby knowingly and voluntarily waive and right to a jury trial of any dispute arising in connection with this agreement. I acknowledge that this waiver was expressively negotiated and is material inducement the permissions granted by releasees to be on premises and participate in the activities.

In signing this agreement, I acknowledge and represent that I have read the foregoing waiver of liability and hold harmless agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement have been made; I am at least eighteen(18) years of age and fully competent; and I execute this agreement for full, adequate and complete consideration fully intending to be bound by the same.

In witness whereof, I have signed this waiver and agreement under seal of this _____ day of _____, 2020.

First and Last Name of Minor

Children: _____

Parents/Legal Guardians Printed

Name: _____

Parent/Legal Guardians

Signature: _____



aventura
A PREMIER CATERING COMPANY

EVENT OVERVIEW

| | | | |
|-----------------------|--|-----------------|-------|
| EVENT | ATA Martial Arts Tournament | | |
| EVENT DATE | May 29, 2021 | EVENT ID | 27401 |
| EVENT LOCATION | South Building- Hall G | | |
| EVENT F&B | None for the event. Kiosk in main lobby open serving boiled beverages and prepackaged snacks from 8:00am-5:00pm. | | |

| | | | |
|-------------------------------|----------|--|--|
| ATTENDANCE | 300 | | |
| COVID PROCEDURES | Attached | | |
| F&B SPECIFICATIONS | N/A | | |
| DIAGRAMS | N/A | | |
| | | | |
| | | | |

EVENT SCOPE

| | |
|----------------------|--|
| SERVICE STYLE | <p>Retail Foods Social distance signage and stanchions. Sneeze guards in front of cashier. Touchless Payment / Cashless Transactions only. All food and beverage handed out by attendant in individual containers / with lids. All service ware is disposable. Signage stating "mask required for service". Food and beverage will be limited to the lobby area in a designated area for consumption. No F&B will be allowed in the event.</p> |
| STAFF | <p>F&B Staff will be social distanced prior to check in. Every staff member will have a temperature check, health status questionnaire and safety guideline review prior to shift. Facial mask that covers nose and mouth to be worn at all times. Disposable gloves will be worn at all times, in addition to frequent handwashing.</p> |
| SANITATION | <p>F&B stations to have hand sanitizer and signage encouraging guest to utilize. Sanitation attendant to wipe down high touch points during service time.</p> |

ATA
Event #27401
5/29/21
South Building
EQUIPMENT REQUIRED

Hall G

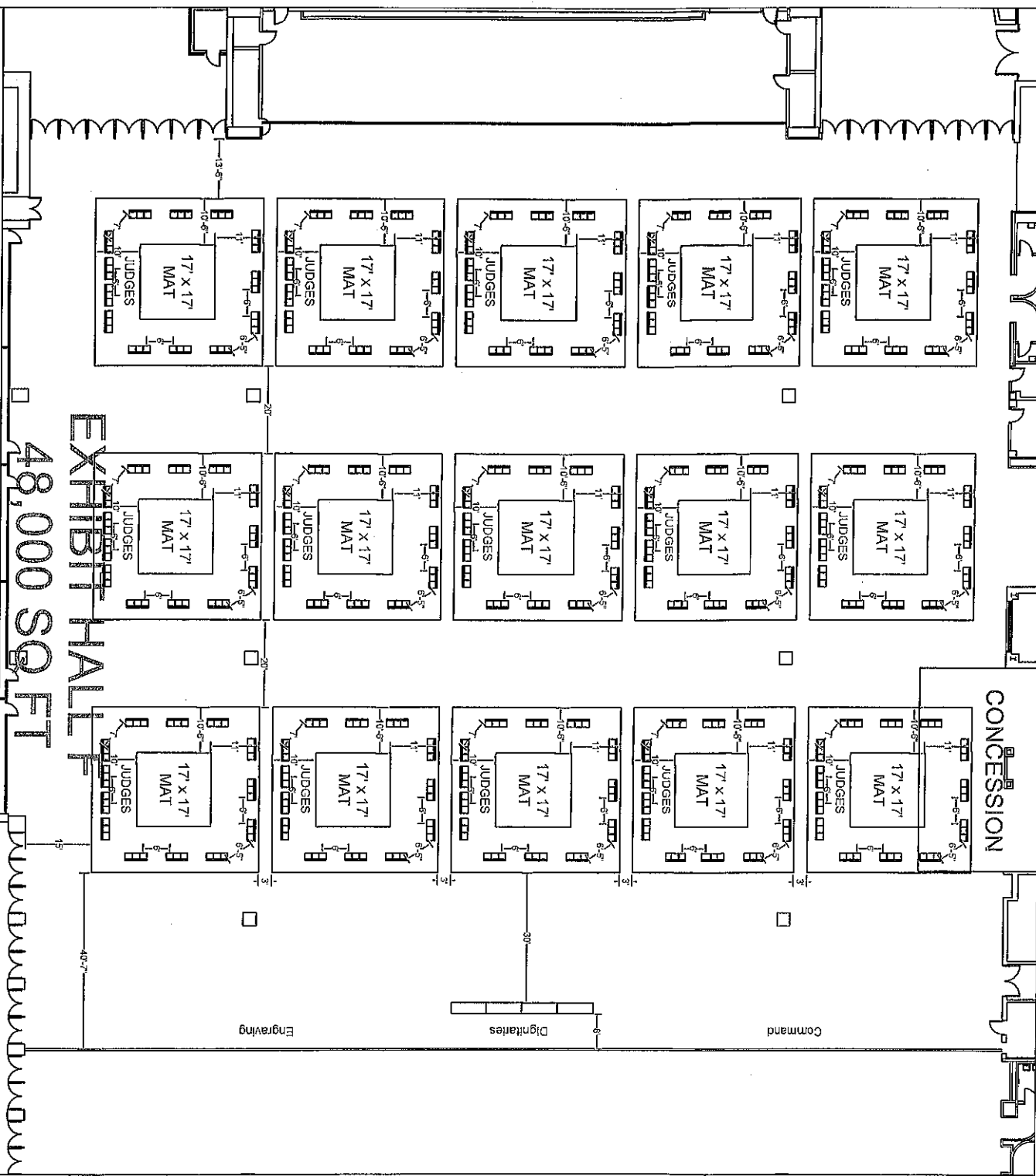
15 38' x 38' "Pods" with the following equipment each...

- 1 47' x 17' Mat
- 39 Chairs
- 1 Cleaning Supply Box

Total Count

- 15 17' x 17' Mats
- 585 Chairs
- 15 Cleaning Supply Boxes

4 8' x 30" Tables Draped where labeled "Dignitaires"



NOTES:

48,000 SQ. FT.

EXHIBIT HALL

SUBMITTED TO FIRE DEPARTMENT
BY _____ DATE _____
PCC Events Manager

SUBMITTED TO PCC EVENTS MANAGER
BY _____ DATE _____
Phoenix Fire Dept. Representative

APPROVED
 APPROVED AS NOTED
 NOT APPROVED



Title: Role of the COVID Compliance Manager

2.16

Description

During the recovery period from the COVID-19 pandemic of 2019/2020, the assignment of a dedicated “compliance manager” was developed to ensure PCC met all governmental requirements for reopening. This document describes the role and responsibilities of the designated compliance manager.

Venues

ALL

Terms and Definitions

COVID-19: A respiratory disease presenting with flu like symptoms which is highly contagious. COVID-19 is caused by the SARS CoV-2 virus (SARS: Sudden Acute Respiratory Syndrome) a member of the family of Corona viruses.

Pandemic: A world-wide epidemic, or sudden outbreak of disease.

Process and Criteria

The role of the Phoenix Convention Center and Venues COVID-19 Compliance Manager is to ensure that any events hosted on the property follow all current policies and procedures concerning COVID-19. Their goal is to enforce building policies related to COVID-19 while attempting to preserve the relationship between the client and the Event Manager.

These duties include quality control for:

- Promised cleaning and disinfection protocols provided by Event Services
- Ensuring that all physical touch points have been removed where possible
- Ensuring all safety, wayfinding and directional signage is current and in good quality
- Enforcing policies related to face coverings, physical distancing, elevator/escalator restrictions, room capacities and sets
- Ensuring that food service operations are following the F&B providers outlined protocols

COVID-19 Compliance Managers will focus on education in their first contact with any person not in compliance with health safety requirements. A second contact with the same individual or company will result in a warning. Upon issuing a warning, the Compliance Manager will notify the Event Manager that a second contact has been initiated due to non-compliance. The Event Manager will inform the client. Upon receiving assurances of compliance,

Compliance Managers will make a record of their contact. Upon a third infraction by a specific individual or company, the individual (or company) will be ejected from the event. Prior to the ejection, the Event Manager will be informed.

The Compliance Manager will document each contact in the Daily Event Report.

COVID Compliance Managers will be drawn from the ranks of the EPAC Team and may include Deputy Directors. EPAC Team members will receive training prior to reopening of the Convention Center on Incident Response (refresher), COVID Precautions, and documentation best practices.

A COVID-19 Compliance Manager will attend pre-con meetings and introduce themselves and describe their role. A copy of our "COVID REOPENING REQUIREMENTS OVERVIEW" will be provided to the client by the Compliance Manager. Because more than one Compliance Manager is likely to be assigned to each event, it is imperative that every Compliance Manager take the same approach to this assignment, with little room for "interpretation" or "wiggle room".

COVID-19 Compliance Managers are expected to be continually checking on their events, focusing on opening of Registration, General Sessions, opening of Exhibit Halls, times of mass egress or ingress, Food and Beverage functions and closing parties.

COVID-19 Compliance Managers will send out a daily report/email to the GMOD/MOD listserv and copy the corresponding event(s) Event Manager, so that we can document any continual issues with each client.

The use of COVID Compliance Managers may be expanded to other uses as circumstances require.

Attachment

COVID Reopening Requirements Overview

PHOENIX CONVENTION CENTER & VENUES

COVID REOPENING REQUIREMENTS OVERVIEW



Hello! And welcome to the Phoenix Convention Center & Venues. We are back! And thrilled to be able to host your event.

The Phoenix Convention Center & Venues has reopened following the guidelines from public health organizations. We are committed to reopening and operating safely and with the health and well-being of all our guests and employees constantly in mind.

Our Reopening Compliance Manager's role is to ensure that everyone is educated on our reopening requirements and achieve full compliance with the implementation of our Five Reopening Strategies listed below.

STRATEGY ONE: Follow recommendations for physical distancing

CDC recommendations for physical distancing of 6 feet have been incorporated into all activities at the PCC. Physical distancing will be reflected in meeting room capacities and floor plans, in exhibit space floor plans, on elevators and escalators, in queue lines, food service seating areas and pre-function spaces. PCC staff will lead by example while conducting business and managing operations.

STRATEGY TWO: Follow recommendations for personal preventive measures

Our updated protocol will require all PCC employees and service partners to responsibly utilize personal protective measures. Employees will always be required to wear face coverings while in our buildings. Employees will be required to wash their hands hourly. Guests will be required to wear face coverings while inside all facilities. Guests will be continuously reminded to wash their hands and take protective measures through signage located throughout our campus. Hand sanitizer stations will be liberally dispersed throughout the buildings as will disinfecting wipes for use on surfaces.

STRATEGY THREE: Removing touch points wherever possible

PCC will provide a "touchless" experience where possible by keeping exterior doors open, removing the need for guests to touch door handles. Interior doors, where allowed, will also remain open. Touchless ticketing, when tickets are sold, will replace paper tickets. Ticket scanning practices have been adjusted to reduce interactions with employees and eliminate another touch point.

STRATEGY FOUR: Engaging in a process of constant cleaning and disinfecting

PCC achieved accreditation in the industry's best cleaning protocols through the GBAC Star™ program. GBAC (Global Biorisk Advisory Council) Star accreditation means that PCC has met or exceeded the highest cleaning and disinfecting protocols in the meetings industry. We will apply these strategies to each step in the event process from site visits to post-cons and settlement meetings, including the guest and delegate experience.

STRATEGY FIVE: Focus efforts on client communication and staff training

PCC has developed client facing collateral to explain our approach to reopening. Collateral materials will be updated as needed. This information will be provided to existing clients by Event Managers, to potential clients by Sales Managers as well as by Visit Phoenix in their destination sales efforts. Information will also be prominently placed on our website to ensure that it is widely available.

COVID Compliance Managers will be present on the floor to ensure that everyone is doing their part in keeping each other safe. Compliance Managers will:

- Provide quality control inspections of PCC staff activities, including constant cleaning and disinfection.
- Provide educational contacts with individuals who are not complaint with face covering and physical distancing requirements.
- Will attend key functions to audit staff habits and work processes.
- Provide warnings to individuals upon a second issue of non-compliance.
- Work with you to gain compliance from these individuals.
- As a last resort, Compliance Managers may remove any person that received an educational contact and a subsequent warning, upon the third contact.

Thank you for bringing your event to Phoenix. We look forward to a successful event.