



City of Phoenix
OFFICE OF THE CITY MANAGER

Michael Molitor
100 N. 3rd St.
Phoenix, AZ

March 3, 2021

RE: COP Fire Captain Exam

Dear Mr. Molitor,

Thank you for communicating with our team regarding your planned activity of COP Fire Captain Exam March 24, 2021. Under normal conditions the City of Phoenix would not be involved in a "special event" like this however, during this pandemic the Governor's Executive Order 2020-43 authorizes the City of Phoenix to approve "public event" greater than 50 people if the plan is to implement "adequate safety precautions."

It should be clearly understood that approval 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 offers no indemnification, for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.


Our understanding of the event is as follow:

- Large event space provides ample social distancing footprint
- Convention Center cleaning protocols and limited touch points are a positive
- Convention Center will provide a compliance manager for the event
- Ample Signage
- Event population limited to City of Phoenix Fire and Human Resources Personnel
- Screening required before entering convention center and testing area
- Proctors to will ensure that masks are worn at all times
- Significant percentage of attendees will have been vaccinated or in the process of being fully vaccinated
- Seating will ensure proper social distancing of 6ft

The City of Phoenix is approving the event scheduled on March 24, 2021. While we are approving your submitted plan we reserve the right to re-evaluate that approval if there is evidence that you are not complying 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."

The COVID-19 Operational Protocols that you are required to implement and enforce will be posted on the City's website and a copy will be submitted to the Arizona Department of Health Services in accordance with Executive Order 2020-59 issued by the Governor on December 2, 2020.

Sincerely,


Jeffrey J. Barton
Assistant City Manager



Kevin Mattingly

3/1/21 2:00pm

City of Phoenix

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

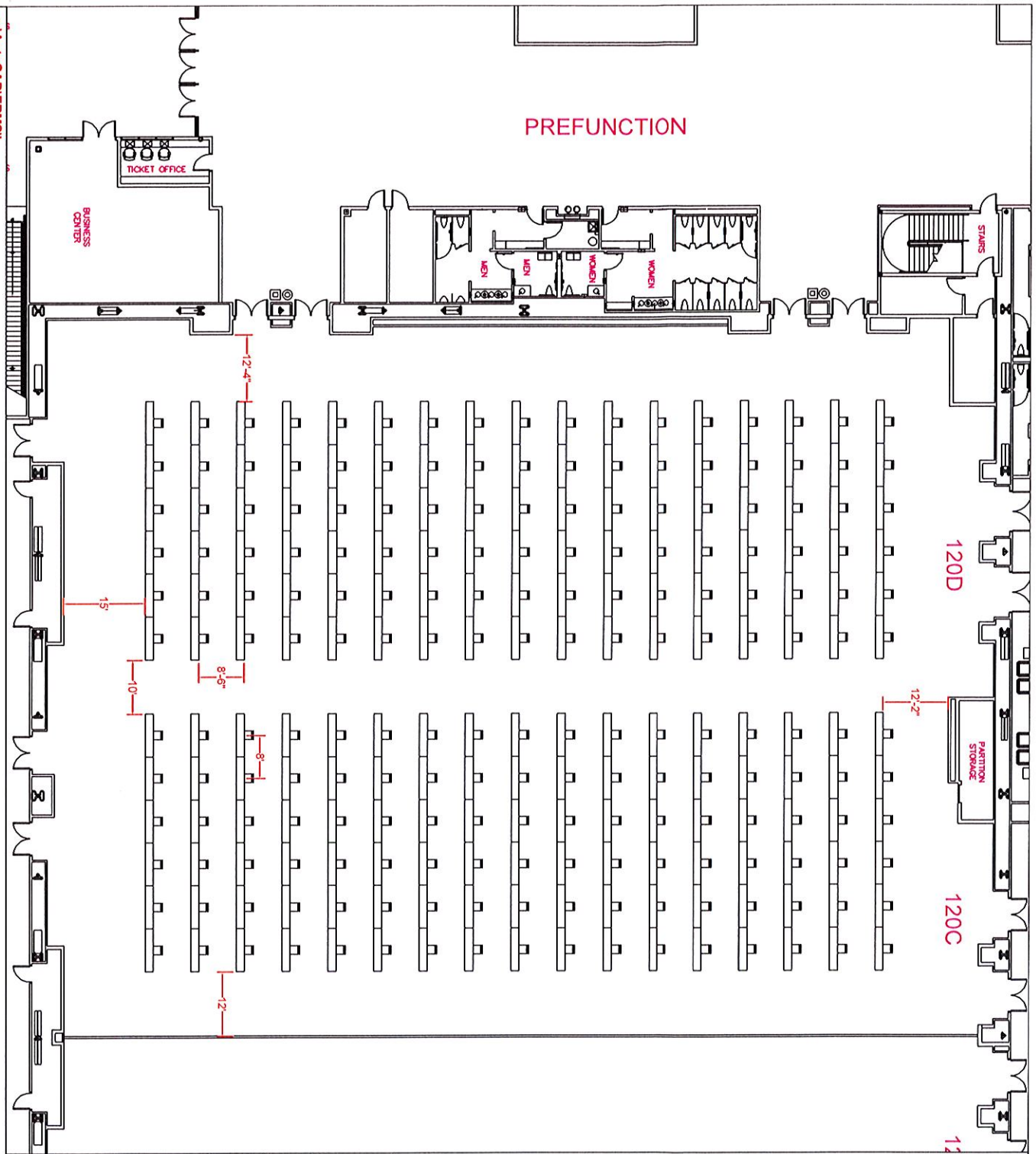
Event Information			
Name of Event	COP Fire Captain Exam		
Event Address	100 N. 3rd St	Stationary Event? Moving? (parade, etc) <input checked="" type="checkbox"/>	
Name of Venue	Phoenix Convention Center		
Date(s)/Time of Operation	Start Date 3/24/21	End Date to 3/24/21	Start Time 7:00
			End Time to 14:00
Contact Familiar with COVID Procedures & Plans	Name Michael Molitor	Phone 602-448-6445	
Contact Email	michael.p.molitor@phoenix.gov		
Attendance	Anticipated Number of Attendees 200	Public Event <input type="checkbox"/> Private Event <input checked="" type="checkbox"/>	Open to All? <input type="checkbox"/> 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 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: 22,800 Indoor <input checked="" type="checkbox"/> Outdoor <input type="checkbox"/> Both <input type="checkbox"/>		
Arrangement	Seating <input type="checkbox"/> Standing <input type="checkbox"/> Reception <input type="checkbox"/> Booths <input type="checkbox"/> Other <input type="checkbox"/>		
Occupant Load	Maximum Occupants with No Restrictions 3,257	Social Distancing Occupant Load 814	
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 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 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

Fire Captain Exam
Event #28252
March 29th 2021
North Building - 100 Level
EQUIPMENT REQUIRED

120CD
204 8' x 18" Tables
204 Chairs



NOTES:

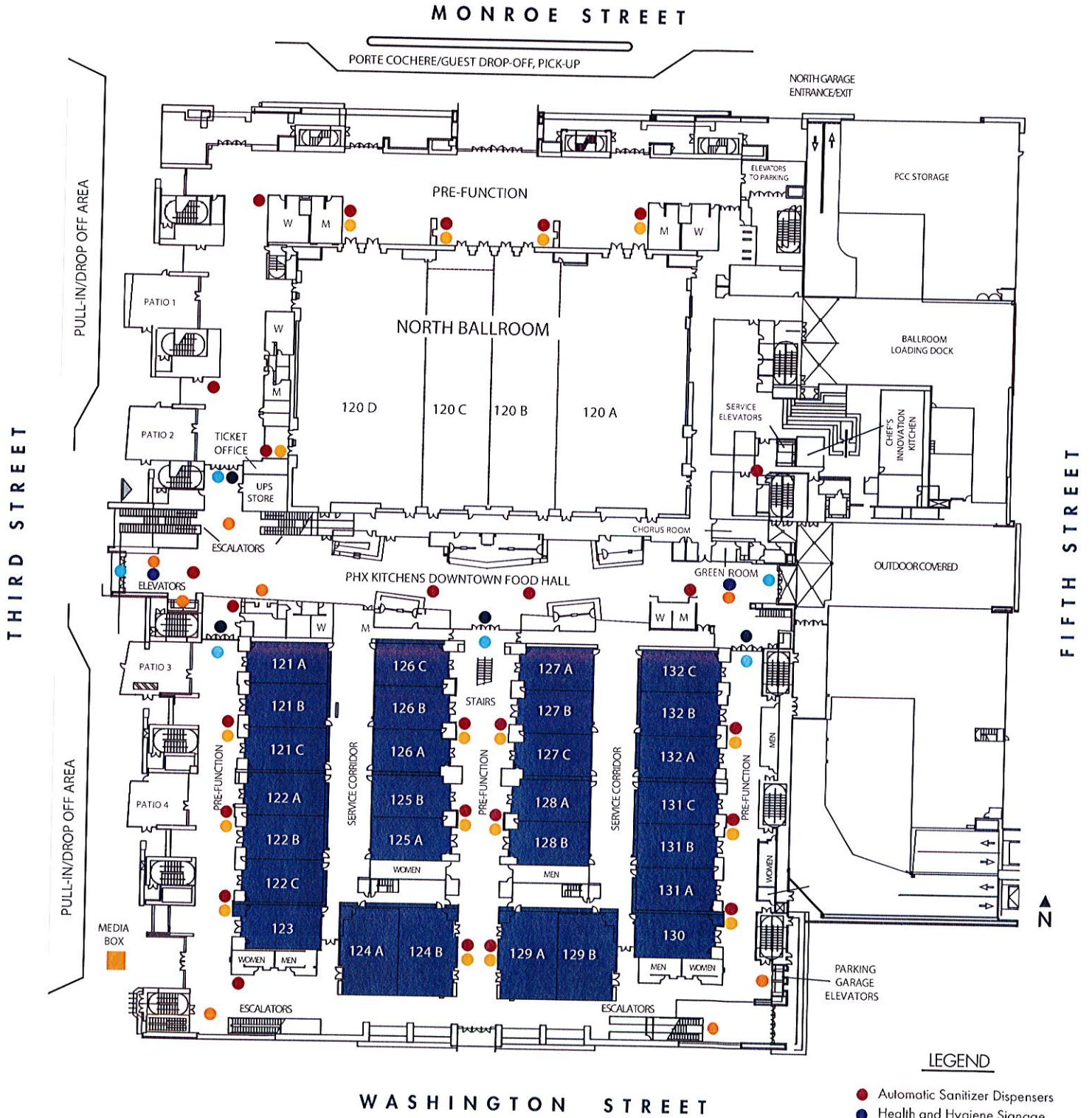
s:\AutoCAD\BMS\11
Creation Date: 2/16/20
Created By: C. Allen

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

NORTH BUILDING | 100 LEVEL

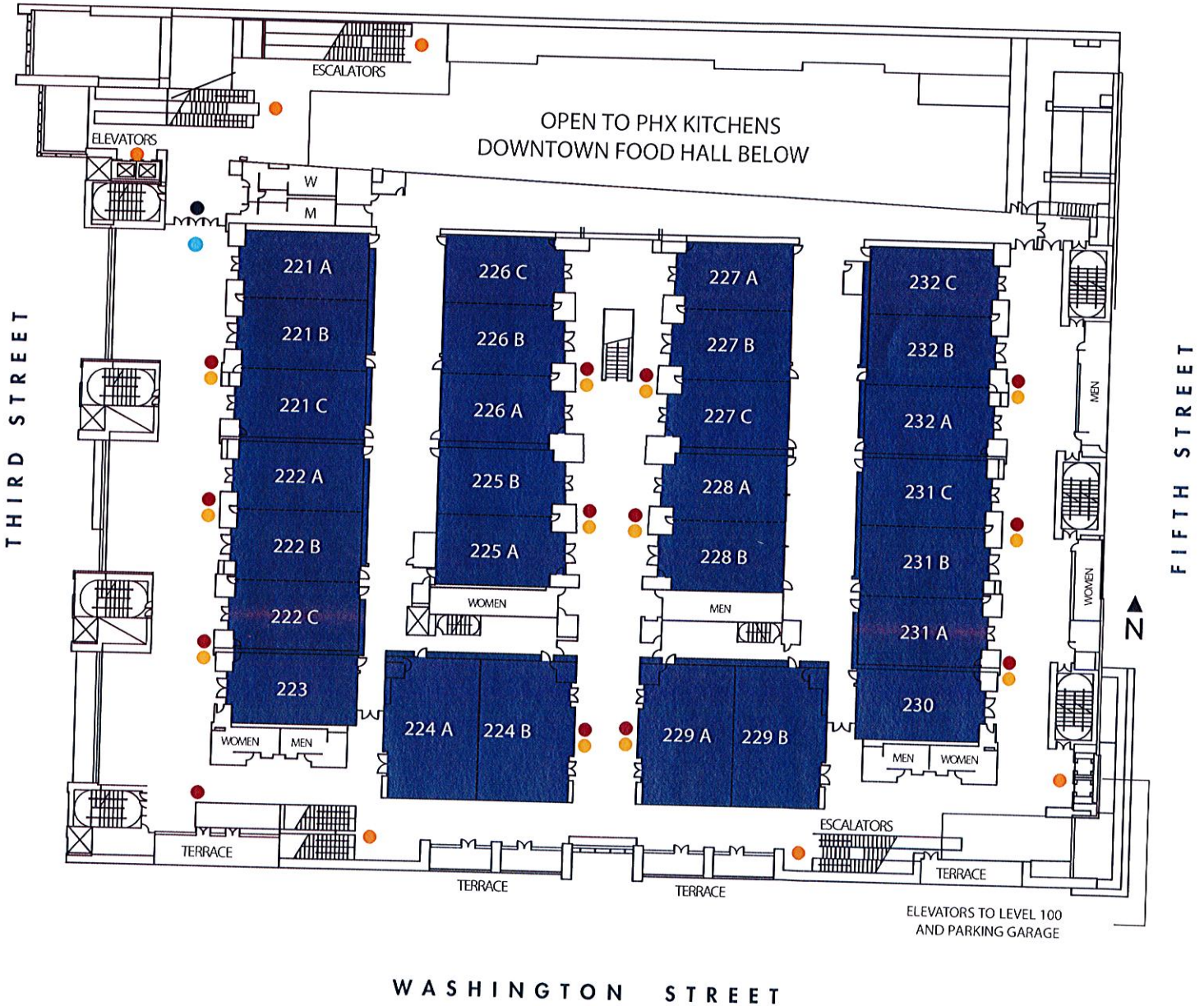


LEGEND

- Automatic Sanitizer Dispensers
- Health and Hygiene Signage
- One Direction Path
- Physical Distancing Signage
- Touchless Doors
- Wipes Dispensers

NORTH BUILDING | 200 LEVEL

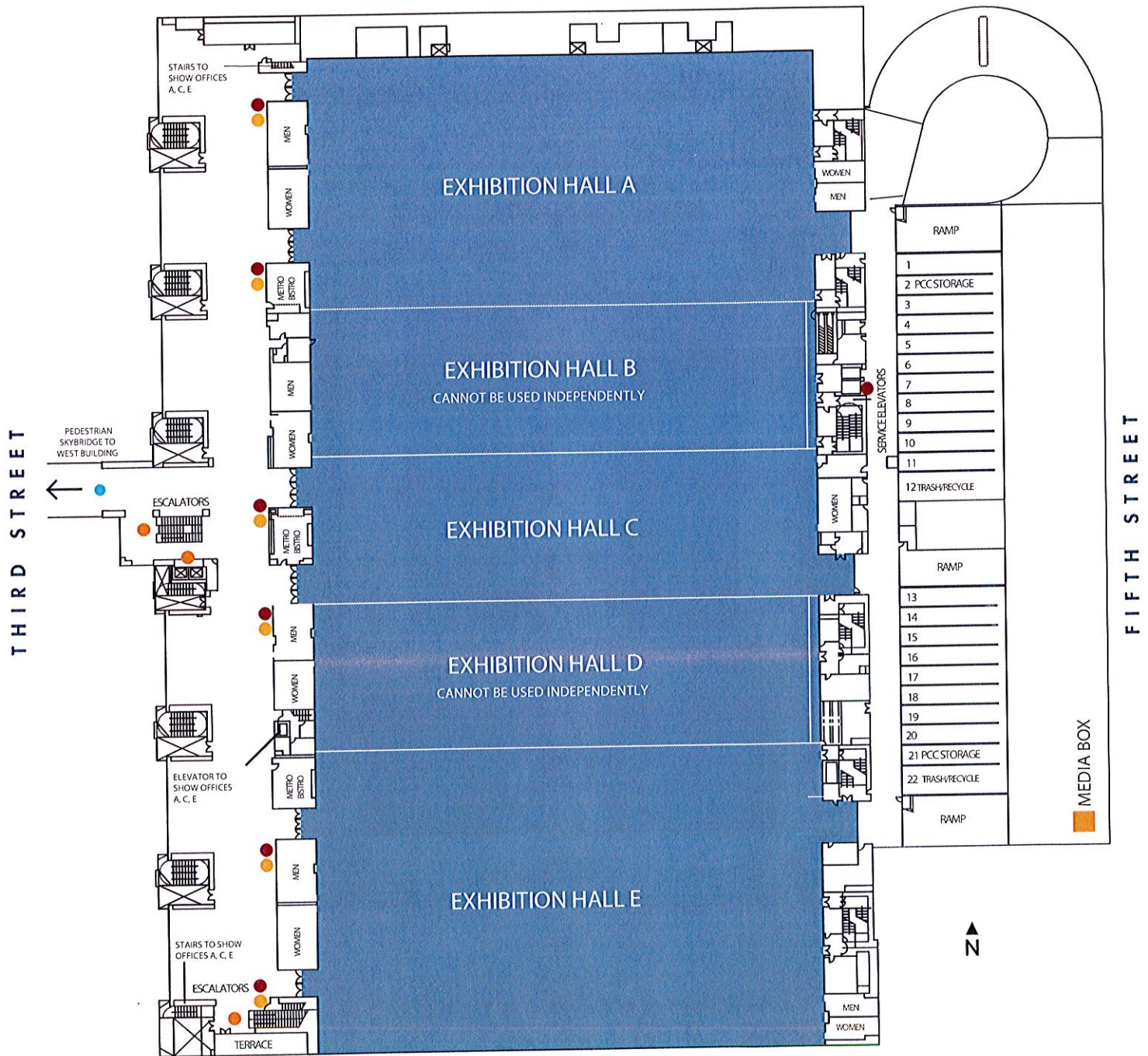
MONROE STREET



LEGEND

- Automatic Sanitizer Dispensers
- Health and Hygiene Signage
- One Direction Path
- Physical Distancing Signage
- Touchless Doors
- Wipes Dispensers

MONROE STREET

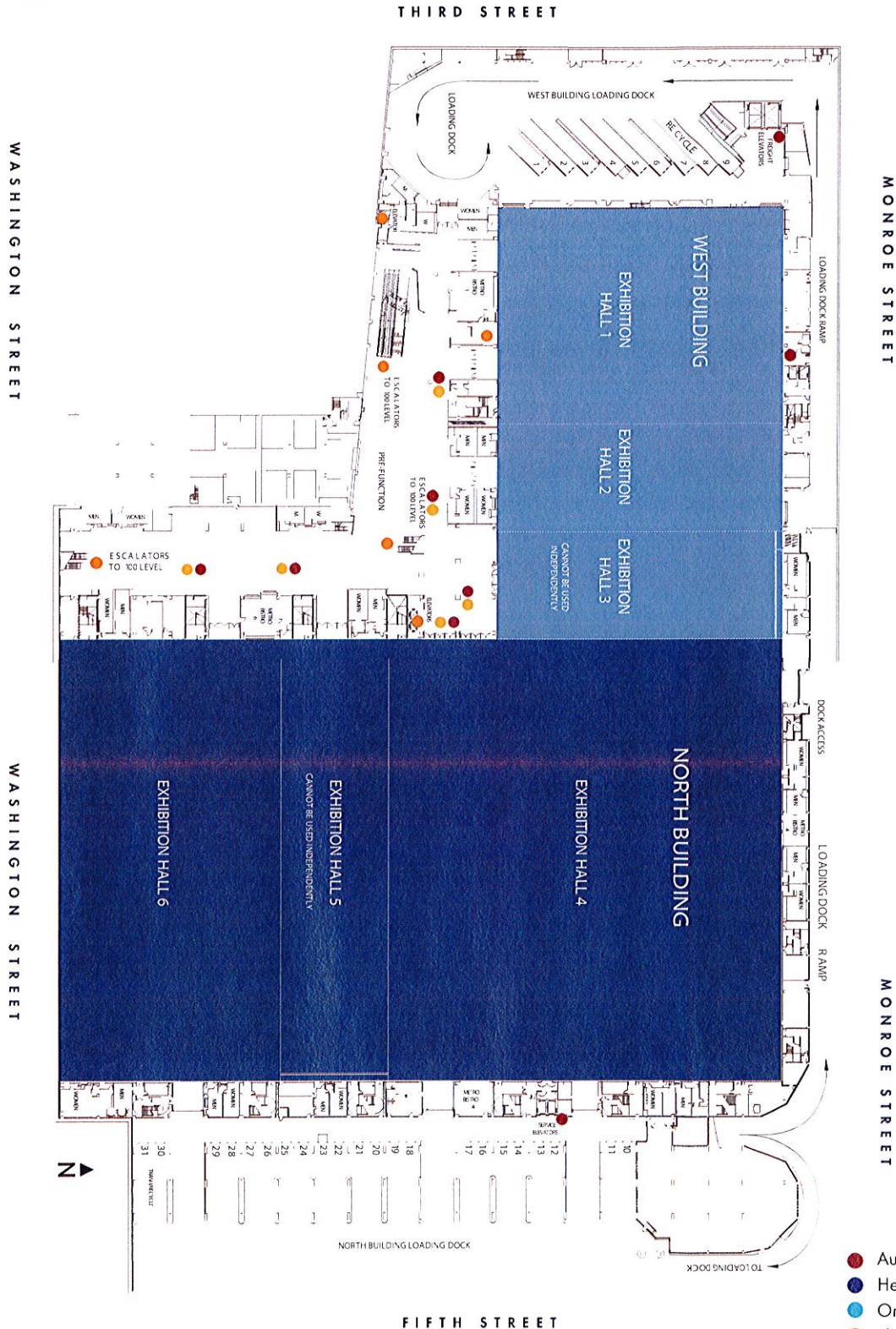


WASHINGTON STREET

LEGEND

- Automatic Sanitizer Dispensers
- Health and Hygiene Signage
- One Direction Path
- Physical Distancing Signage
- Touchless Doors
- Wipes Dispensers

NORTH BUILDING | LOWER LEVEL



LEGEND

- Automatic Sanitizer Dispensers
- Health and Hygiene Signage
- One Direction Path
- Physical Distancing Signage
- Touchless Doors
- Wipes Dispensers



City of Phoenix
Fire Department



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 Fire Captain Exam, PCC staff and the Fire Department 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 Fire Department staff has enabled the creation of the event plan which follows. The Fire Department communicate these points to all participants.



City of Phoenix

Fire Department



Event Plan: Phoenix Fire Department Captains Promotional Examination

Test/Registration Dates: March 24, 2021

Location: North Ballroom Lobby (120 C-D)

Hours of Operation: 0700 - 1400

The Fire Department will begin setup at 0700 hours. Registration will begin at 0830 hours. The exam will begin at 0930 hours and conclude at 1230 hours. Fire Department Staff should be clear of the PCC by 1400 hours. There are 180 candidates participating in this exam. There will be approximately 20 Fire Department and City Staff members present as well.

The Phoenix Fire Department will be conducting a written examination for the Captains Promotional Process on Wednesday, March 24, 2021 at the Phoenix Convention Center.

The Captain's position supervises Firefighters, Engineers and Paramedics assigned to a fire company, and performs skilled firefighting and emergency medical service work. The Captain's position is a critical position within the Fire Department being both a leader in the organization and being tasked with making life and death decisions during emergency situations.

On testing day, all candidates and proctors will always be required to wear face coverings (masks). The Fire Department will have additional face coverings (masks) available for anyone that does not have one. No candidate will be allowed to enter the exam without a properly fitting mask. Any candidate who removes their mask during the test will be instructed to replace it immediately. All candidates will be prescreened for signs and symptoms of COVID-19 prior to admission into the exam. All candidates are Public Safety Personnel and are sworn members of the Phoenix Fire Department. All sworn Fire Personnel will have had the opportunity to be in the process of or completed the COVID-19 vaccination series.

An orientation will be held in early March to educate all proctors on the safety plan and protocol.

On testing day, all candidates will arrive at the North Ballroom entrance at 300 East Monroe. The candidates will be divided into four groups. Each group will have a designated staging line, outside of the PCC to ensure social distancing. Candidates will be directed by Fire Department staff to enter the North Ballroom Lobby, via propped open doors, four at a time to complete the registration process for the exam. Once registration is complete, candidates will be seated and may not leave their seat without a proctor. Each candidate will be seated at an individual 6' table to ensure social distancing during the exam. When finished with the exam, candidates will exit the room and leave the building.

This plan will allow Fire Department Staff to ensure social distancing and control crowd density.



City of Phoenix

Fire Department



Restrooms are available to candidates as needed. Fire Department Staff will monitor occupancy of each restroom to guard against overcrowding. Each restroom has been evaluated for occupancy and staff will ensure that occupancy is not exceeded.

Occupancy

120CD (22,800 sq ft)

Capacity with No Restrictions	COVID Capacity	Maximum Occupancy*	Percentage of Normal Capacity	Percentage of COVID Capacity
3,257	814	200	6.1%	24.6%

* Includes Fire Department staff members.

Parking

Candidates have been directed to the Heritage Garage and East Garage for parking. Both garages are automated. The path of travel from the Heritage Garage is directly west on Monroe to the North Ballroom doors. The East garage requires a longer walk on 5th Street to reach Monroe.

Compliance

PCC will provide a COVID Compliance Manager for this event. The Compliance Manager will monitor the event for persons and activities not in compliance with PCC requirements for face covering, physical distancing and crowd density. The Compliance Manager will conduct educational contacts on a first offense. Will issue ejection warning upon a second offense. On a third offense the offending party will be escorted from the building by security.



Title: **Role of the COVID Compliance Manager**

2.16

Description

Venues

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.

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.

Corey Williams

From: Kevin Mattingly
Sent: Friday, February 19, 2021 1:01 PM
To: Corey Williams
Cc: Miguel Munguia; Lisa M Lang-Storms; Michael Molitor
Subject: Event Application
Attachments: FD Special Event Pre-Application.pdf; Fire Captain Exam 8' Tables 120CD.pdf; North Building Covid Floorplans.pdf; Captains Exam.pdf; 2.16 Role of the COVID Compliance Manager.pdf

Hello Corey

Hope you are well.

Please see attached documents to complete an application to hold the Phoenix Fire Department's "Captains Exam" at the Phoenix Convention Center. On behalf of the Fire Department, we request review of this application at your earliest opportunity.

The Captains Exam is scheduled for March 24, 2021 in the North Ballroom, room 120 C-D. In designing this event, staff relied upon the previously approved floor plan for the Arizona Bar Exam and mimicked the set-up as closely as practical. 180 applicants will be seated at individual 6' tables, all facing the same direction. Twenty proctors will be stationed in the room to ensure test integrity. A PCC COVID Compliance Manager and an Event Manager will also be present. All persons will wear face coverings and movement in the room by applicants will be restricted and monitored.

Queuing for entry will be outside with applicants divided into one of four entry lines to provide physical distance. Entry into the building is controlled, allowing only one applicant at a time from each line to approach the registration table. From registration, applicants are seated at their table where they remain for the duration of the test.

This is a single day test which will conclude by approximately 1230 pm.

All applicants are current Fire Department employees who have had an opportunity to participate in COVID vaccination programs.

If I can provide further information for you, please do not hesitate to ask.

All my best to you,

Kevin

Kevin Mattingly

Deputy Convention Center Director
602.534.8102



YOUR FUTURE IS SAFE WITH US
phoenixconventioncenter.com



2023 Super Bowl | 2024 NCAA Men's Final Four | 2026 NCAA Women's Final Four