



**City of Phoenix**  
OFFICE OF THE CITY MANAGER

Ernestina Arvizu  
Phoenix Convention Center  
Phoenix, AZ

April 28, 2021

RE: Cinco De Mayo Vaccination

Dear Mrs. Arvizu,

Thank you for communicating with our team regarding your planned activity of Cinco De Mayo Vaccination on May 5, 2021. 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:

- Capacity at 1000
- There will be no food at this event
- All attendees will wear mask
- Well-spaced observation area
- Health screening includes temperature checks and health questionnaire for staff and attendees prior to entry to the event

In addition to the above, we require the following stipulations:

- Avoid all handouts with exception of stickers/vaccine cards and information about 2nd does appts
- Delegate COVID compliance officers and give them authority to remove non-compliant guests who repeatedly refuse to wear a mask properly
- Ensure walk-in's do not form an unexpected crowd outside while in queue

The City of Phoenix is approving the event scheduled for May 5, 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey J. Barton".

Jeffrey J. Barton  
Assistant City Manager



Press will be here -  
 Light DJ -  
 Scholarships -  
 Pre-Registration/Walk in  
 face mask  
 Temperatures  
 City of Phoenix  
 5 Tables  
 1 each end.  
 left stanchions  
 markers on floor  
 DJ 1000 moderna -  
 (Packaged drops)

### 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                                                                                                                                 | Cinco De Mayo Vaccination                                                                                                                                                                                  |                                                                                |                                                                     |
| Event Address                                                                                                                                 | Phoenix Convention Center                                                                                                                                                                                  | Stationary Event? Moving? (parade, etc)<br><input checked="" type="checkbox"/> |                                                                     |
| Name of Venue                                                                                                                                 | South Ball Room                                                                                                                                                                                            |                                                                                |                                                                     |
| Date(s)/Time of Operation                                                                                                                     | Start Date<br>5/5/21                                                                                                                                                                                       | End Date<br>to 5/5/21                                                          | End Time<br>to 8:00PM                                               |
| Contact Familiar with COVID Procedures & Plans                                                                                                | Name<br>Ernestina P Arvizu                                                                                                                                                                                 | Phone<br>602-790-6605                                                          |                                                                     |
| Contact Email                                                                                                                                 | earvizu@arvizu.com                                                                                                                                                                                         |                                                                                |                                                                     |
| Attendance                                                                                                                                    | Anticipated Number of Attendees<br>2,000                                                                                                                                                                   | Public Event<br><input checked="" type="checkbox"/>                            | Private Event<br><input type="checkbox"/>                           |
|                                                                                                                                               |                                                                                                                                                                                                            | Open to All?<br><input checked="" type="checkbox"/>                            | Ticket-RSVP?<br><input 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 checked="" type="checkbox"/> |                                                                                |                                                                     |
| Venue Details                                                                                                                                 | Square Footage of Event Space:<br>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 Vaccinations <input type="checkbox"/>                          |                                                                                |                                                                     |
| Occupant Load                                                                                                                                 | Maximum Occupants with No Restrictions                                                                                                                                                                     |                                                                                | Social Distancing Occupant Load                                     |
| Barriers/Security                                                                                                                             | Provide plan on how barriers or que lines for crowd control will be implemented?<br>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](http://www.phoenix.gov/fire/prevention)

Phoenix Fire Department - Fire Prevention Section

150 S 12<sup>th</sup> St Phoenix, AZ 85034 - 602-262-6771



# City of Phoenix

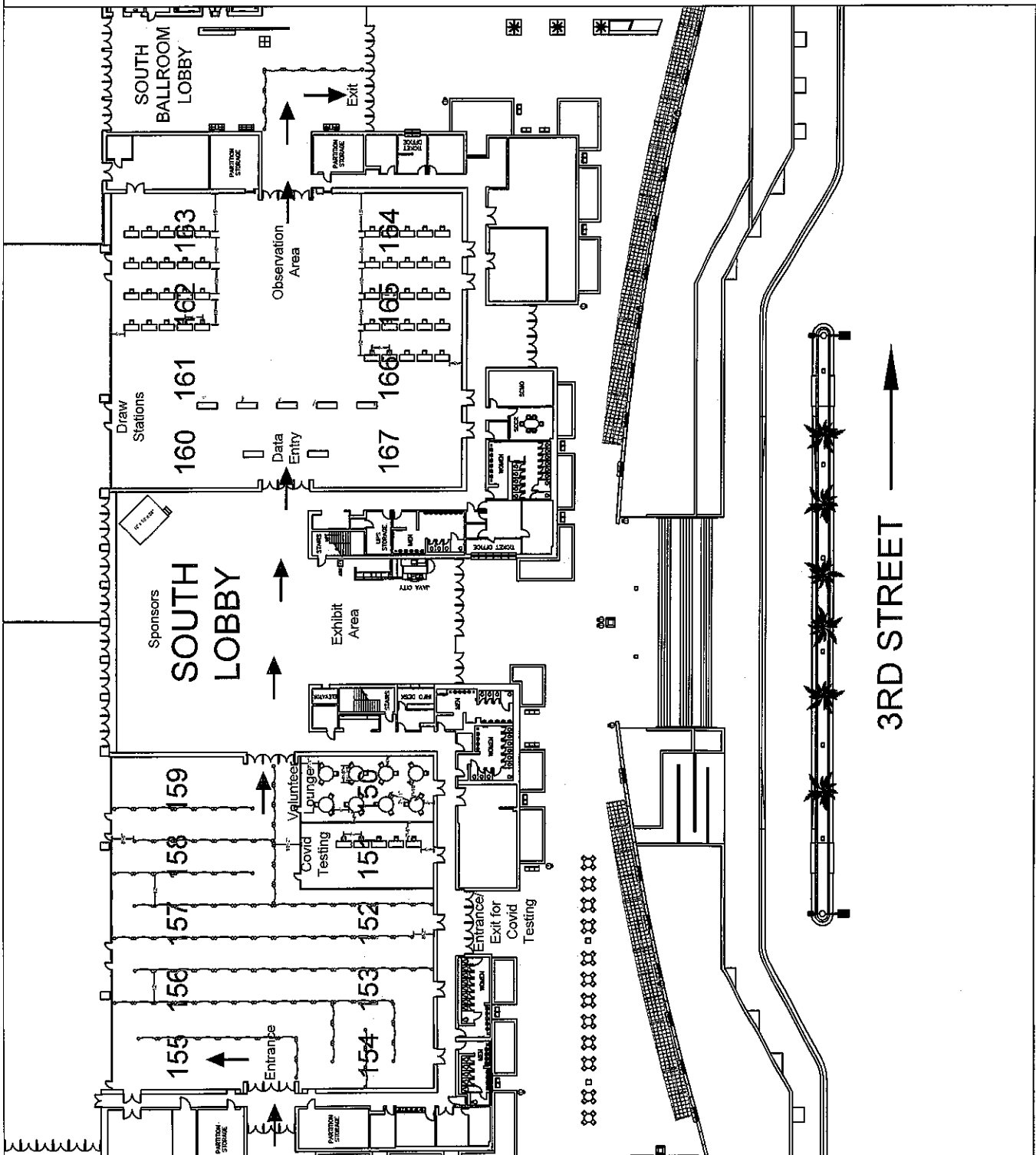
|                                                                             |                                                                                                                                                                                                                             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

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](http://www.phoenix.gov/fire/prevention)  
 Phoenix Fire Department - Fire Prevention Section  
 150 S 12<sup>th</sup> St Phoenix, AZ 85034 - 602-262-6771

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



**NOTES:**

Cinco De Mayo Vaccine  
Event #28443  
5/4-5/5/21

**South Building  
EQUIPMENT REQUIRED**

**150's**

106 Stanchions  
\*Client Provided\*

**150**

8 6' Round Tables  
24 Chairs

**151**

5 6' x 30" Tables  
5 Chairs

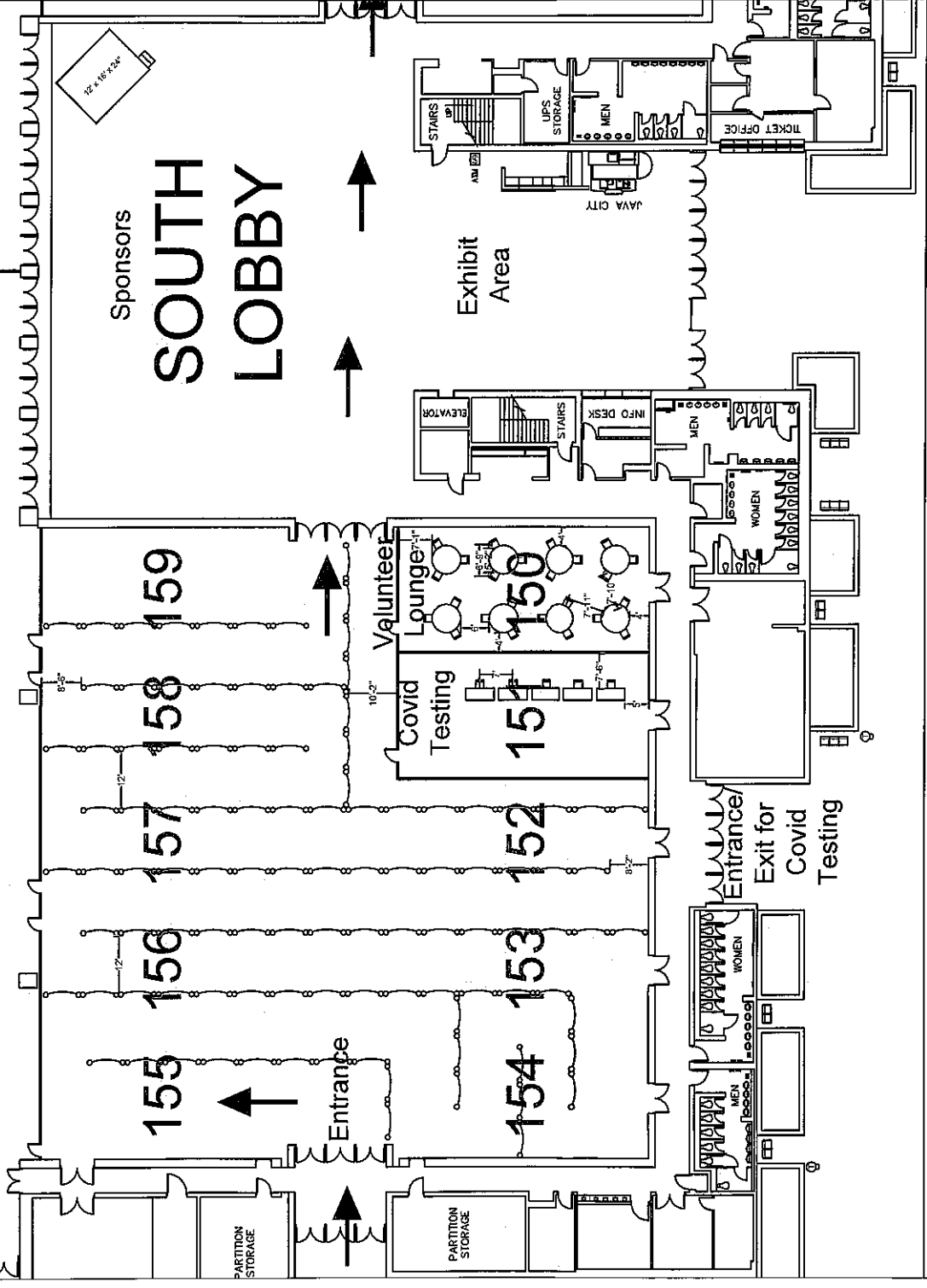
**South Lobby**

1 12' x 16' x 24" Stage  
1 2 Step Unit

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



**NOTES:**

**South Building  
EQUIPMENT REQUIRED**

**160's**

- 45 6' x 30" Tables
- 45 Chairs
- 7 8' x 30" Tables

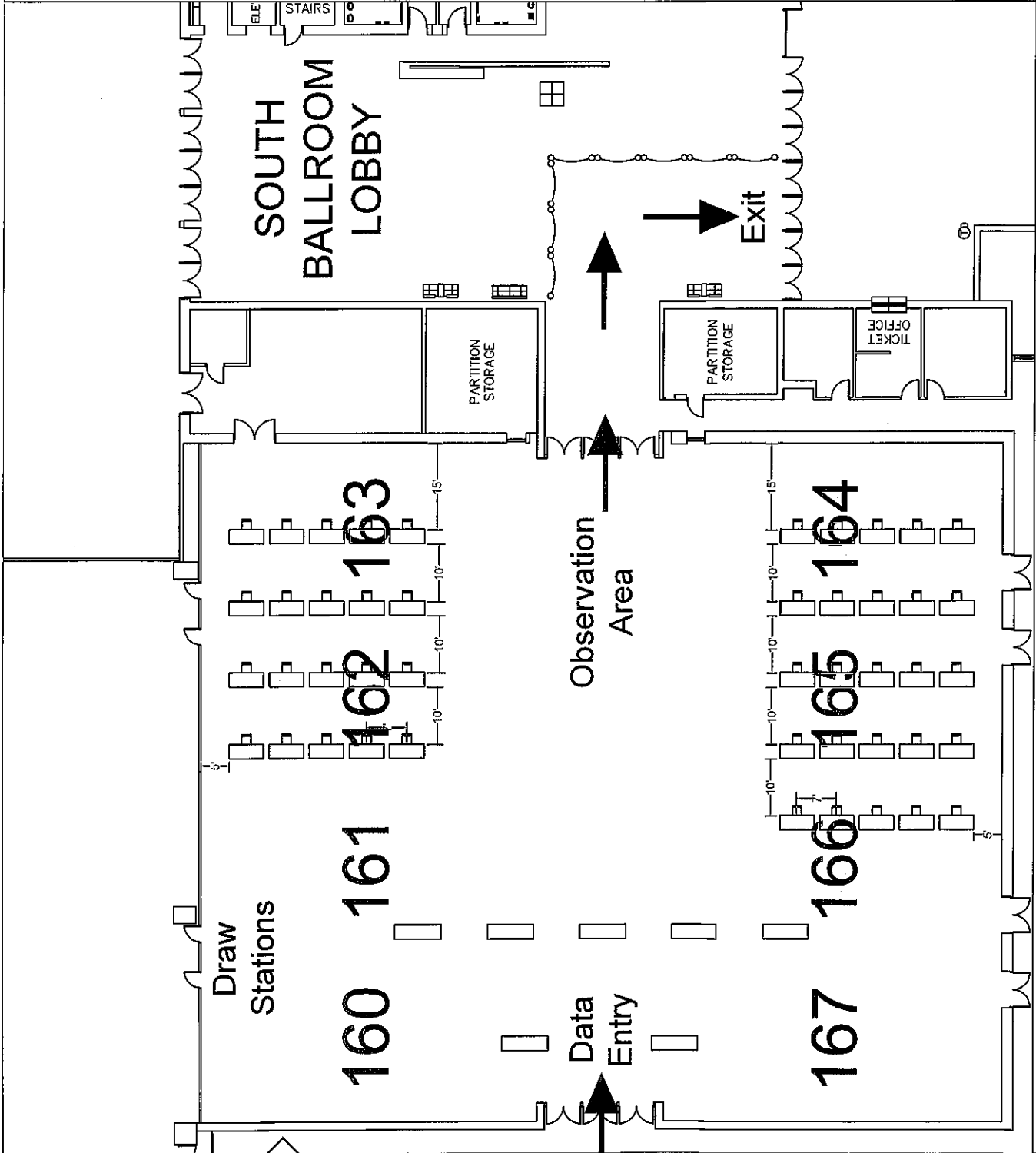
**Ballroom Lobby**

- 8 Stanchions
- \*Client Provided\*

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



**NOTES:**







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 Cinco de Mayo Vaccination Event, PCC staff and the CincoPhx 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.

In addition to these steps, CincoPHx will utilize timed entry to reduce crowd size and density. We have agreed to PCC staff oversight of the event to ensure that this plan is implemented as designed.



## **Event Plan: Cinco De Mayo Vaccination**

**Event Date: May 5, 2021**

**Location: South Ballroom Lobby**

**Hours of Operation: 8:00AM – 8:00PM**

All participants will pre-register by phone and be provided an appointment time. Participants must arrive at their given time to reduce crowd density. At entrance check-in we confirm the appointment and place them in line. They will enter the North (Washington) entrance via propped open doors and complete temperature check and health screen prior to entering the check-in process at the entrance door North (Washington) entrance. All individuals are required to wear face covering / mask, we give out mask, hand sanitizer, and pens to all attendees.

We will have stanchions with floor markings 6 feet apart and also have traffic control staff to ensure social distancing.

Signage is in English and in Spanish (with pictographs) and will be posted at entrance. The signs explain that face coverings are required, and everyone must stay physically distanced.

Individuals will be directed to a registered or non-registered line; lines will be separated with stanchions and floor markings 6 feet apart and traffic control staff will ensure social distancing.

Client will sanitize tables and chairs between use. Each attendee is provided with a clean pen which they keep in their possession.

The South Building space that will be used for the event (43,900 square feet) will allow for a total capacity of 1,567 persons using physical distancing guidelines. No more than 160 test/vaccine takers will be present in the South Building at any one time (10% of capacity). Applicants will complete the process with administrative staff at the registration area and proceed to the assigned vaccination station. After vaccination participants will be directed to the observation area where they will sit socially distanced (6ft apart) for 15-30 minutes while being observed by Phoenix Fire Department.

### **Occupancy**

South Building 150 Rooms (14,200 sq ft) – Entrance and Line Queue

| <b>Capacity with No Restrictions</b> | <b>COVID Capacity</b> | <b>Maximum Occupancy*</b> | <b>Percentage of Normal Capacity</b> | <b>Percentage of COVID Capacity</b> |
|--------------------------------------|-----------------------|---------------------------|--------------------------------------|-------------------------------------|
| 2,028                                | 507                   | 210                       | 10.4%                                | 41.4%                               |

\*including up to 50 volunteers and staff

South Meeting Room 150 (1,400 sq ft) – Volunteer and Staff Room

| <b>Capacity with No Restrictions</b> | <b>COVID Capacity</b> | <b>Maximum Occupancy*</b> | <b>Percentage of Normal Capacity</b> | <b>Percentage of COVID Capacity</b> |
|--------------------------------------|-----------------------|---------------------------|--------------------------------------|-------------------------------------|
| 200                                  | 50                    | 20                        | 10%                                  | 40%                                 |

\*including volunteers and staff

South Meeting Room 151 (1,400 sq ft) – COVID Testing Room

| <b>Capacity with No Restrictions</b> | <b>COVID Capacity</b> | <b>Maximum Occupancy*</b> | <b>Percentage of Normal Capacity</b> | <b>Percentage of COVID Capacity</b> |
|--------------------------------------|-----------------------|---------------------------|--------------------------------------|-------------------------------------|
| 200                                  | 50                    | 20                        | 10%                                  | 40%                                 |

\*including volunteers and staff

Building Lobby (10,500 sq ft) – Line Queue

| <b>Capacity with No Restrictions</b> | <b>COVID Capacity</b> | <b>Maximum Occupancy*</b> | <b>Percentage of Normal Capacity</b> | <b>Percentage of COVID Capacity</b> |
|--------------------------------------|-----------------------|---------------------------|--------------------------------------|-------------------------------------|
| 1,500                                | 375                   | 210                       | 14%                                  | 56%                                 |

\*including up to 50 volunteers and staff

South Building 160 Rooms (16,400 sq ft) – Vaccination Room and Exit

| <b>Capacity with No Restrictions</b> | <b>COVID Capacity</b> | <b>Maximum Occupancy*</b> | <b>Percentage of Normal Capacity</b> | <b>Percentage of COVID Capacity</b> |
|--------------------------------------|-----------------------|---------------------------|--------------------------------------|-------------------------------------|
| 2,342                                | 585                   | 210                       | 9%                                   | 35.9%                               |

\*including up to 50 volunteers and staff

