

Arizona Grand Slam at JW Marriott James Pardoe 5350 E. Marriott Dr. Phoenix, AZ 85054 February 10, 2021

RE: Pickleball Tournament

Dear Mr. Pardoe,

Thank you for communicating with our team regarding your planned activity of Pickleball Tournament on February 16-21, 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 for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.

The entity responsible attests to having appropriate insurance in place for the event and shall defend, indemnify, and hold harmless the City of Phoenix for any claim, damage, or harm arising out of this approved event, specifically the spread or contracting of any communicable disease, including COVID 19.

Our understanding of the event is that it is:

- This will be a players only event. No spectators. Not open to the general public. PPA will issue refunds to all people who purchased tickets.
- They will provide a detailed tournament schedule by day showing the total number of players at any given time in 30 minute increments.
- Maximum number of players will be 341.
- In addition to number of players they will provide information on the number of PPA staff and JW staff working the event.
- No food and beverage will be sold at the tournament. (F&B will be available inside the resort)
- All bleacher seating will be removed from the venue.
- A limited number of seats for players only will be spaced in pods of 2 or 4 spaced 6' apart with a 30' buffer zone from the center court.
- The PPA and JW will each designate a COVID Compliance Manager.

They will include that the JW has earned AZ Safe & Clean certification.

In addition, the City is including the following stipulation to the event:

In an effort to limit the number of people present, only allow players to enter the
grounds 1 hour or no earlier than two hours before their match. Similarly, those
who have been eliminated or are no longer playing that day should leave the
area as well.

Under those conditions the City of Phoenix is approving the event scheduled beginning February 16, 2021.

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

J<del>e</del>ff Barton(

Assistant City Manager



# **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

	Even	t Informati	on		
Name of Event	Arizona Grand Slam at JW	Marriott D	esert Ridge R	esort & Spa	
Event Address	5350 E Marriott Dr, Phoenix, AZ 85054			Stationary Event? Moving? (parade, etc)	
Name of Venue	JW Marriott Desert Ridge R	esort & S	 pa		
Date(s)/Time of Operation	Start Date Er Feb 16th to Feb 21st	ort Date End Date Start Time		End Time	
Contact Familiar with COVID Procedures & Plans	Name James Pardoe	-	Phone 385-216-5147		
Contact Email	connor@ppatour.com		<u> </u>		
Attendance	Anticipated Number of Attendees see attachment	Public Ever	nt Private Event	Open to All? Ticket-RSVP?	
Social Distancing	Provide plan and documentation on See attached <b>T</b> Provide plan for temperature checks		•	plemented, monitored, and enforced.	
Plan and Layout	Layout (attach plan showing event la COVID setup and proposed setup, if a See attached •	yout. For ins	ide events, include	all seating and food areas). Show pre-	
Venue Details	Square Footage of Event Space: 94,		Both		
Arrangement	Seating  Standing	Reception	☐ Booths ☐	Other	
Occupant Load	Maximum Occupants with No Restrict 13,550	ctions	Social Distan	cing Occupant Load	
Barriers/Security	Provide plan on how barriers or que l See attached E Event Security?	ines for crow	rd control will be im	pplemented?	
Cleaning & Disinfection	Provide plan for reducing touch point See attached 🖪	s and how su	ırfaces will be clear		
Cleaning and Disinfectio	n Product(s) EPA approved against CO	VID-19?	Yes 🗹	No 🗖	
What type of CDC COVID	Precommend signage and messaging v	will be provid	ded around venue?	Provide examples.	
Outside Vendor Providin	g Cleaning & Disinfection Service?		Yes 🔲	No 🗖	

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

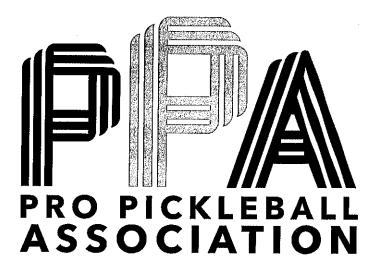
For more information visit www.phoenix.gov/fire/prevention



If yes, provide company	information (Name, address, phone, conta	ct, email):				
Food Service		o □	implemented.			
Seating for Food Consur	See attached 🗖	Public Water Stations Provided?				
Yes No 🗈	If yes, how many?	Yes  No  If yes, how many	1* Touchless System			
Restroom Facilities	Existing/Built-In Portable  How will handwashing and/or hand sani See attached		edule for restrooms?			
	Describe what physical barriers, such as See attached	sneeze guards and partitions be provid				
Merchandise & Payments	Ticket Sales on Site?  Ticket Scanning at Entrance?	Yes □ Yes □	No ☑ No ☑			
	Queue lines for Scanning Ticket sales available prior to event?	Yes □ Yes □	No 🖾			
Event Staff	What process is in place for symptom an What training has staff received on all Co Consider using Interim Guidance for Bo See attached	d temperature checks prior to start of OVID safety protocols?				
Transportation	Event sponsored /provided transportation How is the promoter recommending atter How is cleaning in accordance with CDC grays attached	ndees to arrive to and from the event?	Yes No No			
	The following attachments are required a  ✓ Social Distancing Plan					
	<ul> <li>✓ Event Layout (include all seating and food areas)</li> <li>✓ Barriers/Security/Que Line Plan</li> </ul>					
	✓ Cleaning & Disinfection Plan for all Touchpoints and Surfaces					
Attachments	<ul> <li>✓ Samples of COVID Safety Signage</li> <li>Food Service Preparation &amp; Service</li> </ul>	& Messages (include mask requirement ce Plan	itsj			
	✓ Handwashing/Sanitation Plan					
	✓ Physical barriers for Points of Sale Plan					
	✓ Event Staff Shift Checks  Transportation Cleaning & Disinfecting Plan					
		•				

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The Professional Pickleball Association proudly invites you to review the following guidelines and procedures. This document contains guidelines and procedures in place that have allowed PPA events to be executed successfully and safely.

The PPA has successfully run numerous tournaments in various locations (i.e. California, Utah, Florida, Georgia, Texas, & Nevada) since the forthcoming of COVID-19. We are confident in our ability to implement the following guidelines to ensure the safety of all those attending. We strictly adhere to all national and state guidelines. It is important to note that this is a private event that will not be open to the public.

The PPA has been working closely with the JW Marriott Desert Ridge Resort and Spa to ensure all resort policies, procedures, and guidelines are followed and complied with. As always, the safety and well-being of others is our top priority.

# **Revised COVID Guidelines**

- 1. The Arizona Grand Slam is a private event. **This event has been changed to a players only event**. To ensure this the PPA has refunded all ticket holders in full and will not be selling tickets on-site.
- 2. Food and beverage have been removed from the pickleball site. This will aid in eliminating the temptation to gather in crowds and keep a fluid transition throughout the venue.
- 3. All bleacher seating has been completely removed from the venue.

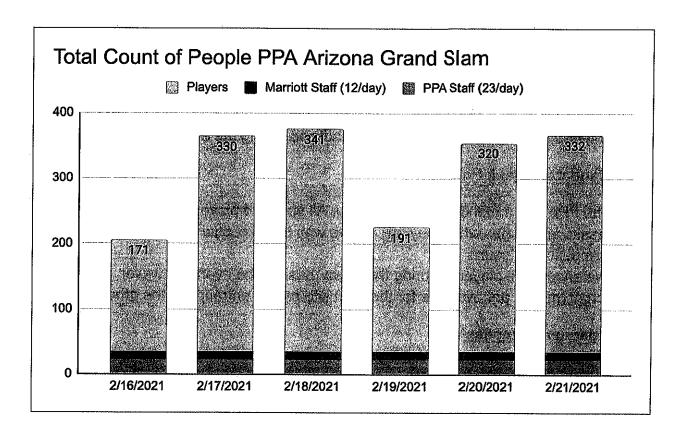
4. Day by Day attendance outline:

- Total PPA Operations Staff: 23

Tuesday Players: 171Wednesday Players: 330Thursday Players: 341

Friday Players: 191Saturday Players: 320Sunday Players: 332

2/21/2021	2/20/2021	2/19/2021	2/18/2021	2/17/2021	2/16/2021	Check-in Time
35	36	63	37	40	20	7:30 AM
40	36	52	37	26	20	8:30 AM
33	0	21	47	30	19	9:00 AM
33	34	12	37	20	10	9:30 AM
32	34	0	37	10	16	10:00 AM
35	16	5	10	20	15	10:30 AM
16	16	16	0	10	12	11:00 AM
16	28	0	20	30	19	11:30 AM
24	28	22	20	. 0	8	12:00 PM
11	14	0	20	34	12	12:30 PM
18	14	0	26	16	0	1:00 PM
10	21	0	0	0	9	1:30 PM
18	21	0	19	30	11	2:00 PM
11	22	0	18	28	0	2:30 PM
0	0	0	13	36	0	3:00 PM
332	320	191	341	330	171	Dally Total



Safety is a top priority at all PPA Events. The PPA has extensively trained all staff and team members to implement CDC strategies to safely hold our tournaments.

We pride ourselves in promoting and implementing the following CDC Events and Gatherings Considerations:

# Staying Home when Appropriate

- The PPA educates our staff and attendees about when they should stay home.
- We advise all to stay home if they have tested positive for COVID-19 or are showing COVID-19 symptoms.
- We advise employees and attendees to stay home and monitor their health if they have had a close contact with a person who has symptoms of COVID-19 within the past 14 days.
- The PPA has developed flexible refund policies for attendees to be refunded in full if they are unable to attend the event for any reason related to COVID-19

# Hand Hygiene and Respiratory Etiquette

 The PPA Requires employees follow the CDC Hand Washing Guidelines: (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence. If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.

- Attendees traditionally exchange handshakes, fist bumps, and high-fives at sporting events. The PPA will make designated PA announcements (physical and/or electronic) to discourage these actions during the event.

## Mandatory Mask Policy

- The PPA has a mandatory mask policy. All staff and players are required to wear masks at all times while they are on site with the exception of when players are competing on courts.
- We encourage players to bring their own mask to the event. However, if they do forget, masks are available for them on site before entrance to the grounds.

### Adequate Supplies

 The PPA is always prepared with more than enough supplies for each of our events. Supplies include but are not limited to soap, water, hand sanitizer containing at least 60 percent alcohol, disinfectant wipes, and masks.

### Signs and Messages

The PPA Follows CDC guidelines to post signage in highly visible locations (e.g., at entrances, in restrooms, on the courts) that promote everyday protective measures and describe how to stop the spread.

 We Broadcast regular PA announcements on reducing the spread of COVID-19 on public address systems.

### **General COVID-19 Guidelines**

- Masks are required to be worn at all times unless when players are competing on courts.
- A maximum capacity will be enforced.
- PPA staff and team members will be reminding all of social distancing and to follow CDC guidelines. PA announcements will frequently remind attendees to abide by local CDC guidelines.
- Practice social distancing by avoiding large gatherings and maintaining a safe distance (approximately 6 feet or 2 meters) from others when possible.
- Clean and disinfect frequently touched objects and surfaces such as workstations, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria and are appropriate for the surface.
- PPA staff will brief guests about precautions before the event starts: during the event, remind guests of COVID-19 precautions and ensure they are followed.

## <u>Arrival</u>

- Event Teams and guests will receive a wellness check upon arriving on site. Please see below on how we conduct a required wellness screening.
- Conduct a non-invasive temperature check (e.g. non-touch thermometer) by a trained Manager or Event Team Member. Determine a location to conduct the temperature checks that can best protect event team/guest privacy. Threshold is a temperature over 100.3°F.
- The PPA will conduct guest screening questions related to COVID-19.

# COVID-19 specific screening questions:

1. Are you currently experiencing symptoms related to COVID-19? These symptoms can include but are not limited to:

- Fever above 100.3°F in the last 48 hours
- · Shortness of breath,
- Cough
- Sore throat
- Chills or body aches
- Headache
- New loss of taste or smell.
- 2. Have you been in direct, close contact with anyone diagnosed with COVID-19?
  - If someone presents with a fever over 100.3°F or answers "yes" to any of these questions, the event team will follow policies and recommend the person consult with a medical professional. They will not be admitted to the event.
- 3. All attendees will be required to sign a waiver stating they understand and agree to the information listed above and will abide by the events COVID-19 guidelines.

# Social Distancing Plan

**Social Distancing:** Below the following information outlines the social distancing measures that will be taken during the JW Marriott Desert Ridge Arizona Grand Slam in order to decrease the spread of COVID-19 and increase health and safety of all attending.

Employees will be provided with up-to-date education and training on social distancing policies and procedures relating to this specific event.

### Set Up:

- Work with resort to ensure that property/venue is properly situated to promote social distancing.
- The PPA and JW Marriott Desert Ridge have strategically spaced out the venue grounds to make certain social distancing protocols are met.
- Use tape or decals as floor markings to delineate 6 feet where appropriate.
- Post instructional signs and PA announcements will be frequently projected throughout the venue encouraging proper social distancing and hand sanitizing.
- At locations where attendees may line up, provide clear social distancing markers to ensure social distancing is achieved.

**Staggered Arrival Times:** The PPA has increased the duration of this event from 3 to 6 days. In order to ensure and enforce proper social distancing measures are met. The PPA has staggered arrival times and the play of events to minimize large gatherings.

# Specific Area Social Distancing:

# Check-In/Screening Area:

- Floor decals and tape will be displayed to ensure spacing of line que every 6 feet.
- Staff members will only screen one attendee at a time.
- Admission stamps will be given with gloves.
- The PPA has taken account of all safety measures to aid in a smooth and safe check-in and screening process.

## **Ticketing and Admissions:**

 All tickets have been refunded and there will be no outside admission. This is a players only event.

### **Public Restrooms:**

- Floor decals and tape spacing line que every 6 feet.
- One person in a portable restroom at a time.
- Four people in permanent restrooms at a time.
- The PPA has taken account of all safety measures to aid in a smooth and safe use of restroom process.

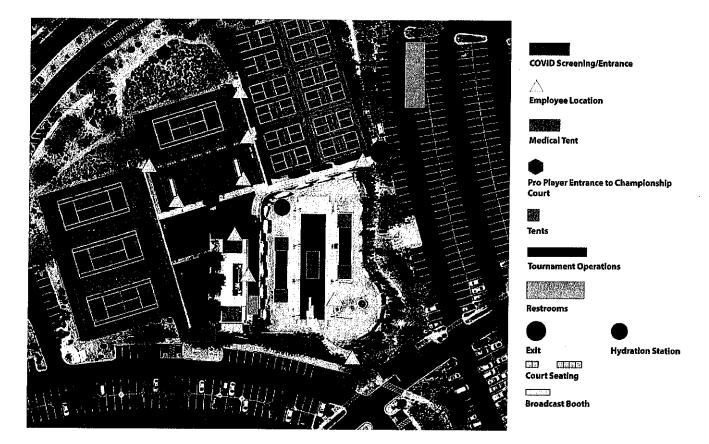
### **Medical Area**

- Staff will only work on/service an individual athlete at a given time.
- Chairs spaced out every 6 feet will serve as line que for those waiting to receive medical attention.
- The PPA has taken account of all safety measures to aid in a smooth and safe use of the Medical Area space.

### Food and Beverage

- Food and beverage have been removed from the pickleball site. This will aid in eliminating the temptation to gather in crowds and keep a fluid transition throughout the venue.

### **Event Layout**



### Layout:

- Please see the site map key: Covid Screening Area/Check-In, Employee Locations, Tents, Restrooms, Medical, Operations, and Broadcast locations.
- Center court seating for Players and PPA Staff will be at least 6' apart between groupings of 2 or 4 and at least 30' from the championship court and all players.
- Center court seating will be managed by two (2) dedicated PPA staff members / ushers. Seats will be cleaned and disinfected in between each match.
- In addition to the center court and the (12) Pickleball Courts, the Tennis courts will be taped off into 4 Pickleball courts on each tennis court for a total of 29 Pickleball Courts to spread play out.
- There will be a max of 4 players (doubles match) plus official on each regular court at any one time.
- JW Desert Ridge will have Phoenix Police Dept at the tournament site for each day.
- JW Desert Ridge will have a designated Covid compliance manager at the tournament site for each day and will work in partnership with PPA's designated Covid compliance manager.

# Barriers/Security/Queue Line Plan

## Physical Barriers & Face Shields:

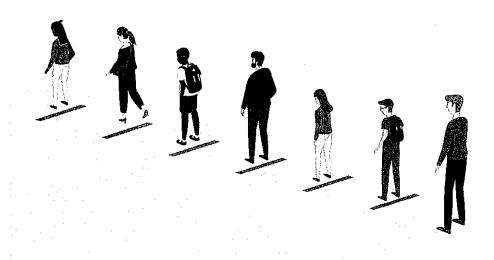
- Physical Barriers/Face Shields will be used in all high contact areas such as Check-In, Health Screening and all Points of Purchase.

### Que Line Plan:

- There will be tape on the floor and signs will be used as recommended by the CDC (see picture) to ensure a safe and proper social distance while in the que line at the following areas: Check-In, Health Screening, and all points of purchase.

# Security:

The perimeter of the tournament site will be closed off to ensure players, PPA Staff & JW Desert Ridge staff use the point of entrance and point of exit at all times.



## Cleaning & Disinfecting Plan For All Touchpoints and Surfaces



JW Marriott Desert Ridge is AZSafe + Clean Certified by the Arizona Lodging & Tourism Association. JW Marriott Desert Ridge has enhanced corporate cleaning and safety protocol in place with Marriott's Commitment to Clean.

#### Clean:

- Deep clean, disinfect, and sanitize all event/site areas.
- PPA event members will ensure all attendees will receive personal hand sanitizer to limit high contact points.
- The PPA will disinfect court seating in between each match. The PPA will have court monitors with EPA approved cleaning products to frequently disinfect high touch areas on the court.
- Practice routine cleaning and disinfecting of high touch surfaces. (i.e. entry points, doorknobs, toilets, sinks, etc.)
- PPA staff members will use EPA registered disinfectants to adhere to CDC cleaning guidelines.

### Set Up

- Work with the resort to ensure that property/venue is properly situated to promote cleaning and disinfection.
- The PPA and JW Marriott Desert Ridge have strategically spaced out the venue grounds to make certain social distancing protocols are met.
- The PPA will clean and disinfect all areas prior to set up.

# Specific Area Protocols

#### **Public Restrooms**

- Place hand sanitizing stations at entrance/exit. These stations will have signage to help aid in the awareness of the sanitation made available on-site.
- Display Hand Washing decal on mirror above sinks. These will be visually transparent to all who enter the restrooms.

- Disinfect public restrooms on a regular basis. PPA event members will be assigned to this task. This also applies to portable restrooms available on-site to limit traffic build up in certain areas.

## **Check In/Screening Area**

- EPA Cleaning Products will be used to disinfect.
- PPA staff members will maintain required distance to obtain touchless temperature checks. If a touchless thermometer makes contact with an individual during screening, the staff member will use EPA approved cleaning products to disinfect and sanitize the thermometer prior to its next use.
- PPA staff members will use gloves when collecting temperatures. These gloves will be switched out regularly to minimize exposure. Gloves that make contact with an identified person will be disregarded immediately and new gloves will be applied.
- The PPA will disinfect the pens used to sign covid waivers.
- PPA staff members will sanitize pens with EPA approved cleaning products following each use to limit contamination.
- All who are screened will receive personal hand sanitizers.
- Upon successful screening all attendees will acquire personal hand sanitizer in which they will be prompted to use often. This is to help in maintaining healthy hand hygiene and enable disinfecting regularly.

### **Medical Area**

- EPA Cleaning Products will be used to disinfect.
- Medical Staff members are required to wear gloves.
- The tent will be disinfected by the trainer after each use.
- Hand sanitizing stations will be available.
- Medical Area Space will be entirely disinfected prior to shift exchange.

# **Tournament Operations Space:**

- EPA Cleaning Products will be used to disinfect.
- Hand sanitizing stations will be available.
- Tournament Operation Space will be entirely disinfected prior to shift exchange.

# Food and Beverage

 Food and beverage have been removed from the pickleball site. This will aid in eliminating the temptation to gather in crowds and keep a fluid transition throughout the venue.

## **Broadcast Area**

- EPA Cleaning Products will be used to disinfect.
- Hand sanitizing station will be available
- Broadcast Booth will be entirely disinfected prior to any shift change.

## **Pickleball Courts**

- EPA Cleaning Products will be used to disinfect.
- Disinfection in between each match, performed by PPA Court Monitors
- Hand sanitizing stations will be available.



## Safety Signage and Messages

# **Signage Samples**

The PPA will have these signs or similar signage throughout the venue to ensure all attendees have visual reminders of guidelines. Signage will be displayed in high traffic areas and various locations throughout the venue.

## **Mask Policy**

In conjunction with JW Marriott Desert Ridge Resort & Spa, the PPA has a mandatory mask policy. All staff and players are required to wear masks at all times while they are on site with the exception of players while they are on court in competition. We encourage players to bring their own mask to the event. However, if they do forget, masks are available for them on site before entrance to the grounds.



## Handwashing and Sanitation Plan

**Hand Washing Plan:** Hand washing is encouraged to be frequently exercised throughout the duration of the event.

**Sanitation Stations:** These will be located in all high traffic areas including but not limited to, check-in/screening, public restrooms, medical tent, tournament operation space, food and beverage area, broadcast, and pickleball courts. These will be easily accessible and visible.

**Personal Hand Sanitizer:** All attendees will receive a personal hand sanitizer complimentary of the PPA. This will provide the ability for all to frequently sanitize throughout the event.

**PA Announcements/Reminders:** The PPA has scheduled announcements throughout each day to remind attendees to safely wash and disinfect their hands. The PPA has also trained all staff members to remind our guests to continue healthy hand sanitizing and washing throughout the day.

# **Events Staff & Shift Checks**

# **Event Staff and Volunteer Checklist:**

- Perform hand hygiene when entering the site.
- Fill out a screening waiver.
- Temperature must be under 100.3 degrees.
- Wear a mask at all times while working
- Participate in additional Covid related training

\*\*Failure to comply with this checklist will result in suspension of employment.

# Occupancy Load Information and Site Square Footage

## Total square footage utilized for the event

- Kivas event lawn (25,203sf)
- Courts (69,676sf)
- TOTAL = 94,879sf

# Max Occupant Load (Based on same square foot indoor space capacities)

- Kivas event lawn = 3,600 fire code
- Courts = 9,950 fire code
- FIRE CODE TOTAL = 13,550

## Social Distanced Occupancy Load

- Kivas event lawn = 1,100
- Courts = 3,040
- TOTAL = 4,140

### **JAMES ANDERSON**

DIRECTOR OF SALES & MARKETING | JW MARRIOTT DESERT RIDGE RESORT & SPA

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james.anderson@marriott.com | Tel 480.293.3906 | Mobile 202.957.0941

Please see the needed information: