



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda

Public Meeting

Tuesday, September 15, 2020

10:00 AM

Town Hall

LPGA Ad Hoc Committee

Please enter the link below to join the webinar:

<https://us02web.zoom.us/j/81667768528>

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253
215 8782 or +1 346 248 7799 Dial *9 to "raise hand"

Webinar ID: 816 6776 8528

ATTENDANCE AND SPECIAL GUESTS

CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

GENERAL AGENDA

[20-0227](#) Approval of March 18, 2020 Meeting Minutes

Attachments: [LPGA Minutes 03-18-2020](#)

[20-0225](#) Review of Major Event Special Relief Permit for the 2020 Pelican Women's Championship

Attachments: [Permit Application - Pelican Women's Championship - Updated 9.10](#)
[Back to Play 2020](#)

ADJOURNMENT

ANY PERSON WITH A DISABILITY REQUIRING REASONABLE ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING, SHOULD CALL (727) 588-3769 OR FAX A WRITTEN REQUEST TO (727) 588-3767.



Legislation Details (With Text)

File #: 20-0227 **Version:** 1 **Name:**

Type: Minutes **Status:** General Agenda

File created: 9/10/2020 **In control:** Public Meeting

On agenda: 9/15/2020 **Final action:**

Title: Approval of March 18, 2020 Meeting Minutes

Sponsors:

Indexes:

Code sections:

Attachments: [LPGA Minutes 03-18-2020](#)

Date	Ver.	Action By	Action	Result
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Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Public Meeting

Wednesday, March 18, 2020

10:00 AM

LPGA AD HOC COMMITTEE

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

Meeting called at 10:07 am with Chairman Cromer presiding.

ROLL CALL

Present: Jerry Collman, Lil Cromer, Justin Helmus, Peter Kyres, Molly DuPont Schaffer

Elected Officials: Deputy Mayor Karla Rettstatt

CITIZENS COMMENTS

none

GENERAL AGENDA

[20-0080](#)

Approval of February 19, 2020 Meeting Minutes

Mr. Collman moved to approve, seconded by Mr. Helmus. Motion carried unanimously.

[20-0084](#)

Review of Major Event Special Relief Permit Application for the Pelican Women's Championship

Ryan Dever-Tournament Director, Eiger-Stated PGA has cancelled events in their schedule however LPGA has not made a determination yet; recommendation is 8 weeks out, currently event is 9 weeks away and is still on schedule at this time.

JP Murphy-Town Manager-Discussed town process so far; wants to be prepared in either event; approval tonight at commission meeting would set up ordinance approval process;

Mr. Collman commented on following what the state is doing and other municipalities. Mr. Murphy noted he is working with county administrators; situation is fluid.

Ms Cromer questioned if LPGA is working with county as well; Mr. Dever confirmed.

Mr. Dever continued presentation by discussing event overview; letter from DEX special event request for concert approval on Saturday night of event; a rep from DEX will be at meeting tonight to discuss further.

Mr. Murphy added it's important to note that ticket will get spectators in but it is not

necessarily part of the tournament; discussions ensued regarding time frame, hours would be 6pm-8:30 pm.

Mr. Collman questioned lightening delays; Mr. Dever noted a private meteorologist is on site to monitor; questioned in relation to concert, Mr. Dever stated up to group to determine a time.

Discussion ensued regarding potential for weather delay; board consensus that concert must end by 10pm in event of weather delay. Chief Doyle cautioned against setting a decibel, cannot measure; end time is best

Mr. Kyres questioned Belleair concert series noise process; Mr. Murphy discusses special relief permit process and noise relief being included; Ordinance 529 addresses larger scale events like this to allow input.

Mr. Dever discussed construction and set up schedule; board concerns with noisy work on Sunday; requesting to continue normal working hours through Sundays; discussion ensued regarding being time sensitive in event of last minute prep that may be needed; Mr. Dever requesting 30 min before and 30 min after civil twilight, board consensus to approve request through event schedule, Sunday-Sunday. Mr. Dever continued with tournament schedule, qualifier will be off site at Feather Sound Country Club.

Mr. Dever addressed plans and ways to consolidate in event of weather delays; every effort made to end on Sunday; Mr. Murphy stated prior recommendation of 30 min before and after civil twilight should be extended to tournament play as well.

Mr. Dever reviewed master site plan; addition of tent for volunteer food and refreshments; discussed what concert area would look like on driving range pending approval; temporary fencing to be brought in for event and parking lot security-chain link to be covered with privacy screen.

Mr. Murphy noted edge of stage is in town right-of-way, questioned location. Mr. Dever noted it is near emergency response area; location is best case scenario for production crew; concert producers to talk more about the installation and breakdown process at commission meeting.

Mr. Dever continued presentation by discussing sanitary stations; COVID19 action plan established; traffic control plan, no major changes from prior; discussed directional signage; parking plan, no major changes from prior, general public to be shuttled in; shuttle bus times will be adjusted to accommodate concert; life safety plan in place; command post at BPD but both on and off site; private security to handle event access; planned responses for various types of events; working with parks dept for installing light pole banners; discussed permits that have been applied for.

Keith Bodeker-Constuction Project Supervisor-Questioned trailer delivery of trophy suites; underground utilities in area and location of fire hydrant; trailers can be parked half on road and grass for 36-48 hrs on Golf View. Mr. Dever agreed to work within time frames to get trailers in place.

Chairman Cromer questioned alcohol permit; Mr. Murphy stated it is not needed as premise is currently licensed.

Mr. Collman questioned town's position to make a determination if event needs cancelled; Mr. Murphy noted situation is being monitored by a 30 day basis;

contingencies being worked on currently outside CDC guidance range; town has ability to exercise authority if a determination has not been made by 30 day marker; will continue to monitor CDC guidelines.

Mr. Kyres commented on importance on continuing to prepare ahead of time; Mr. Murphy stated important to get items in place now as needed for future planning; 30 day will be decision if needed.

Justin Helmus left the meeting at 10:59 AM

Mr. Murphy recapped board recommendations/conditions of extending noisy work allowed hours to 30 minutes before and after civil twilight, that is inclusive of Sundays; on the Saturday of the tournament, the concert may go until 10:00 PM only if there is a technical issue or weather delay, otherwise it will adhere to proposed schedule; requested a motion providing overall acceptance with conditions provided.

Mr. Kyres moved to accept with the exceptions JP just read; seconded by Mr. Collman. Motion carried unanimously of the members in attendance (4 aye), Mr. Helmus absent (1 absent)

[20-0077](#)

Discussion of Parking Permit Process for the Pelican Women's Championship

Cathy DeKarz-Management Analyst-Discussed resident parking hang tag to be distributed in event of a resident need; has worked with police department; discussed legitimate needs and scenarios which hang tags would be distributed.

Mr. Collman commented on setting parameters based on driveway sizes; Chief Doyle said process will be fluid based on circumstance and resident need.

ADJOURNMENT

Ms. Cromer questioned next meeting; Mr. Murphy stated staff will reach out later if needed, upcoming emergency declaration will cancel all advisory board meetings; questions or concerns should be sent to staff to address.

No further business; meeting adjourned at 11:45 AM.

Ms. Cromer moved to adjourn, seconded by Mr. Kyres. Motion carried unanimously.

APPROVED:

Chairman



Legislation Details (With Text)

File #: 20-0225 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 9/10/2020 **In control:** Public Meeting
On agenda: 9/15/2020 **Final action:**
Title: Review of Major Event Special Relief Permit for the 2020 Pelican Women's Championship
Sponsors:
Indexes:
Code sections:
Attachments: [Permit Applicaiton - Pelican Women's Championship - Updated 9.10](#)
[Back to Play 2020](#)

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Summary

To: LPGA Ad Hoc Committee
From: Town staff / Ryan Dever, Eiger Marketing
Date: 9/15/2020

Subject:

Review of Major Event Special Relief Permit for the 2020 Pelican Women's Championship

Summary:

The following application is being presented by Eiger Marketing to the LPGA Ad Hoc Committee for review and feedback. The application will be presented to the Commission at upcoming hearings on Tuesday, October 6 and Tuesday, October 20 (both at 6:00 pm).

Previous Commission Action: Both the LPGA Ad Hoc Committee and the Town of Belleair Commission reviewed a Major Event Special Relief Permit Application for the Pelican Women's Championship on March 18, 2020. Since COVID-19 delayed the tournament to November, this meeting serves as the first public meeting to discuss new plans.

Background/Problem Discussion: See attached.

Expenditure Challenges N/A

Financial Implications: A \$1,200 fixed permit fee plus variable costs for the Belleair Police Department's assistance with the event will be due to the Town of Belleair following the second hearing of the event application.

Recommendation: N/A - this item is for discussion purposes only.

Proposed Motion N/A - this item is for discussion purposes only

TOWN OF BELLEAIR

MAJOR EVENT SPECIAL RELIEF PERMIT APPLICATION

PROCESS OVERVIEW

To address community requests to host/conduct special events and activities, the Commission may provide temporary relief from certain code restrictions via a special relief permitting process (Section 74-34 of Belleair's Code of Ordinances).

Within this section of the code, a carve-out exists for "Major Events" which meet at least one of the following requirements:

- Events that are conducted for more than 72 hours
- Events that have anticipated attendance of more than 1,000 people
- Events that will significantly impact public streets, rights-of-way, and the need for emergency services such as police, fire, or medical aid (any event which involves an open invitation to the public falls within this category)

Consideration of any Major Event Special Relief Permit shall require two public hearings before the Town Commission. To inform the community of the public hearings for this event, the Town shall ensure a mailer is distributed to all residents living within a minimum of 500 feet of the event site and mailed at least seven (7) days prior to the first hearing. The applicant may be required to absorb the cost(s) associated with this mailer. A copy of the mailer shall additionally be provided online.

PROCESS TIMELINE

The Major Event Special Relief Permit process is initiated with the submission this completed application (and its exhibits) to the Town Manager at least **60 days** before any proposed event date. To prepare for this deadline, a pre-application meeting shall be held for each application, recommended around **90 days** before any proposed event.

In order to best prepare an application, applicants are encouraged to make initial contact with the Town Manager **180 days** in advance of the event. Properties may obtain no more than 2 permits per year. Applications shall be approved/denied (with or without conditions) at the second public hearing.

If approved, applicants will be issued a Major Special Relief Permit by the Police Department within ten (10) business days along with the receipt of any required permit fee.

APPLICATION AND PERMIT FEES

A fixed \$1,200 application fee shall be assessed to this applicant, as specified by the Town's Code of Ordinances (Section 74-23) (\$200 for any Special Relief Permit plus \$1,000 for a Major Event). This fee covers the cost of Town staff assisting with the planning, permitting, and communication of the event.

In addition to the application fee, applicants for a Major Event Special Relief Permit may incur additional costs relating to the efforts and resources of Town staff during the event in-question. Following the pre-application meeting, Town staff shall provide an estimation of these costs to the applicant. These fees shall be paid in-full prior following approval on second hearing and may will be reconciled following the event.

Permit fees may also be assessed, per any permits required by the Town of Belleair Building Department, Largo Fire Rescue, the St. Pete Clearwater Film Commission, and/or any other permitting agencies.

Fee payment may be mailed or made in-person at Town Hall (901 Ponce de Leon Boulevard). Payment may be made in the form of cash, checks (made payable to the Town of Belleair), or credit cards (with a 3% convenience fee added). Fee payment (as applicable) is required prior to permit issuance.

REQUIRED APPLICATION EXHIBITS

Unless exempted by the Town Manager or presented as optional in the below descriptions, the following exhibits are required as a part of this application. Specific conditions and requirements for these exhibits may be requested by the Town Manager in order for an application to be considered complete.

OVERVIEW

- ☐ **Exhibit A: Event Overview:** Using the form attached to this application, provide an overview of the event in-question and any relevant contact information for it.
- ☐ **Exhibit B: Executive Summary Letter:** An executive summary letter addressed to the Town Commission that details the event and its intent.
- ☐ **Exhibit C: Relief Period:** The specific dates and times for which relief is being requested.

PLANS

- ☐ **Exhibit D: Master Schedule Plan:** A breakdown of the event's major activities, especially pertaining to the flow of traffic and public attendance.
- ☐ **Exhibit E: Master Site Plan:** A map at least 8.5 x 11 inches in size that (at minimum) includes the event entrance(s), gathering places, temporary accessory structures, vending locations, sanitary stations, and emergency response holding locations.
- ☐ **Exhibit F: Sanitary Plan:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide an explanation of those plans and include their location(s) on the required site layout (*Exhibit E: Master Site Plan*).
- ☐ **Exhibit G: Traffic Control Plan:** Must be created in coordination with the Belleair Police Department and include any road closure(s) or maintenance of traffic (MOT) adjustment(s), along with any locations to be specified as "No Parking" zones.
- ☐ **Exhibit H: Parking Control Plan:** Must include the location(s) of any public parking for the event. Must be created in coordination with the Belleair Police Department if public and/or paid parking is to be available within town limits. This plan must also must designate space for public safety services access and parking.

☐ **Exhibit I: Life Safety Plan:** Must be created in coordination with the Belleair Police Department, Largo Fire Rescue, EMS, and any private security vendors.

☐ **Exhibit J: Event Communications Plan:** Must include main points-of-contact for all public and private agencies involved with running or security the event. Must also include means of communication from the event to the public and any communication coordination efforts being conducted alongside the Town of Belleair.

☐ **Exhibit K: Signage Plan:** Must include designs, specifications, and placement dates of any signage to be displayed on public property within the Town of Belleair.

PERMITS

☐ **Exhibit L: Building Permits:** All necessary Town of Belleair Building Department Permits, specifically as pertaining to temporary electrical installation and/or fencing - may reference *Exhibit E: Master Site Plan*.

☐ **Exhibit M: Fire Permits:** All necessary permits granted by Largo Fire Rescue, specifically as pertaining to temporary accessory structures, tents, bleachers, and/or grandstands.

☐ **Exhibit N: Film Permits:** All necessary permits provided by the St. Pete Clearwater Film Commission.

LICENSURE

☐ **Exhibit O: Certificate of Liability Insurance:** The applicant shall maintain commercial general liability (CGL) insurance per the specifications of the Town of Belleair's Insurance Guide VI (for non-profit/charitable organizations) or Insurance Guide VII (for commercial/for-profit organizations). The applicant shall also provide a Certificate of Liability Insurance for the event with the Town of Belleair listed as additionally insured.

☐ **Exhibit P: Alcohol Licensure:** If requesting to serve alcohol on public property or sell alcohol, attach all necessary alcohol licensure applications. This section may be exempted if the alcohol is to be served solely within a fully-licensed private premises.

SPECIAL RELIEF SECTIONS

Upon submittal of this application, the following sections of Belleair's Code of Ordinances are requested to be waived for the duration of the event, as specified in Exhibit C: Relief Period. The Town Commission reserves the right to attach conditions of issuance as deemed necessary to further the health, safety, comfort, convenience, and welfare of all guests, employees, residents, and vendors, and to protect the Town of Belleair from any undue liability.

☐ **Chapter 58, Article II, Division II: Commercial and domestic equipment and private passenger motor vehicles:** Equipment and passenger motor vehicles shall be permitted to park on grass or other unpaved surfaces that are clearly identified for such purposes and as approved in *Exhibit E: Master Site Plan* and/or *Exhibit G: Traffic Control Plan*.

☐ **Chapter 74, Article IX: Signs:** Regulations regarding the placement, size, and content of signage used for promotional or informational purposes for the event shall be suspended for the duration of the event (as defined in *Exhibit C: Relief Period*). Such signage shall not obstruct traffic or accessibility, or portray non-becoming or inappropriate content, as determined by the Town Manager. Additional street banner, light pole, and other promotional signage may be approved outside of the time constraints of this ordinance via written approval from the Town Manager to the applicant. See *Exhibit K: Signage Plan* for additional information on proposed event signage.

☐ **Section 38-70: Street sale restrictions; ornamental shrubs:** Merchandising on public property shall be permitted in zones designated in *Exhibit E: Master Site Plan* for the duration of the event (as established in *Exhibit C: Relief Period*). Such merchandising must be provided only by authorized vendors of the event.

☐ **Section 74-484: Public nuisance noises:** The volume and conditions regarding nuisance noises shall be lifted for the duration of the event set forth in *Exhibit C: Relief Period*.

☐ **Section 74-485: Noisy work prohibited during certain hours:** The allowable times for noisy work shall be lifted for the duration of the event, as established in *Exhibit C: Relief Period*.

☐ **Other Code Section:** _____

☐ **Other Code Section:** _____

Attach extra sheets, as necessary, for any additional code sections to be considered for relief.

AUTHORIZATION

By signing below, the applicant certifies that all information provided on this application is complete and correct and that all necessary attachments have been included. The applicant also agrees to the relevant fee schedule set forth by the Town, and assumes all responsibility for any and all damages to public property that may result from the requested event.

THE COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL FOR A SPECIAL RELIEF PERMIT.



Applicant signature

3-11-2020

Date

RYAN DEVER

Applicant name (printed)

EXHIBIT A: EVENT OVERVIEW

EVENT OVERVIEW

Event Name: _____

Site Address: _____

Current Zoning of the Subject Parcel: _____

CONTACT INFORMATION

Applicant: _____

Primary Name (**MUST BE ON-SITE FOR EVENT**): _____

Role with the Event: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Backup Contact (**MUST BE ON-SITE FOR EVENT**): _____

Role with the Event: _____

Phone: _____ Email: _____

Property Owner: _____

Property Owner Representative: _____

Role with the Event: _____

Phone: _____ Email: _____

Backup Contact: _____

Role with the Event: _____

Phone: _____ Email: _____



September 12, 2020

LPGA Ad Hoc Committee and Town Commission
Town of Belleair
901 Ponce de Leon, Boulevard
Belleair, FL 33756

Subject: Pelican Women's Championship Presented by DEX Imaging

The Ladies Professional Golf Association (LPGA) will hold a new tournament named the Pelican Women's Championship Presented by DEX Imaging on November 16 - 22, 2020, at Pelican Golf Club in Belleair. The tournament will feature a full field of 108 players competing for a \$1.5 million purse.

The LPGA is the longest-running women's professional sports associations in the world. The tour and its events maintain a strong focus on charity with a cumulative charitable contribution of hundreds of millions of dollars. The 2020 LPGA Tour was scheduled to feature 33 official events across 11 countries and regions, with the most hours of television production in LPGA history. Due to COVID-19, the LPGA made changes to the season schedule and altered event dates, format, etc. to promote safe practices for its players and stakeholders and to abide by national and local health guidelines.

The Pelican Women's Championship will be contested as a 72-hole stroke play tournament over four days. In addition to the competition, the event week includes practice rounds; a one-day Pro-Am tournament that allows amateurs to play golf alongside the professionals in our field. In addition, the Pelican Women's Championship and the Town of Belleair will be broadcast to more than 175 countries and in more than 500 million households on Golf Channel.

The event also includes a number of community initiatives including a Ticket Design Contest with 47 elementary schools in Pinellas County; partnerships with local professional sports teams including the Lightning and Rays; and major corporate partners like DEX Imaging, BayCare, and Wyndham Grand Clearwater Beach.

The 2020 Pelican Women's Championship Presented by DEX Imaging will be contested without fans in attendance. The decision was announced by tournament organizers after consulting with public health officials and the LPGA. "While we are disappointed we won't be able to host fans for our inaugural event, the health and safety of our community and the women who compete on the LPGA tour come first," said Dan Doyle Jr. "We are honored to provide this opportunity for the world's best golfers and look forward to crowning our first champion this fall."

The Pelican Women's Championship is operated by Eiger Marketing Group, a global marketing and event management agency. Eiger owns and operates LPGA tournaments including the HUGEL-AIR PREMIA LA Open in Los Angeles and the ShopRite LPGA Classic Presented by Acer in Atlantic City, as well as a number of other sporting and lifestyle events throughout the year.

Sincerely,

Tim Erensen
Executive Director
Pelican Women's Championship Presented by DEX Imaging



Exhibit C – Dates relief is being requested

Event Installation: Monday, November 9th - Sunday, November 15th

Event Week: Monday, November 16th - Sunday, November 22nd

Event Breakdown: Monday, November 23rd - Sunday, November 29th



2020 Tournament Schedule

Monday, November 16

Course closed to the public

All Day Professional Practice Rounds

Tuesday, November 17

Course closed to the public

All Day Professional Practice Rounds

Wednesday, November 18

Course closed to the public

7:00 am Official Pro-Am (#1/10 Tee Start: 7:00 – 9:15am)
12:00 pm Official Pro-Am (#1/10 Tee Start: 12:00 – 1:00pm)

Thursday, November 19

Course closed to the public

7:15 am **Round One;** 7:10-8:38 am; 11:26-12:52pm (1 and 10 tee)
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)

Friday, November 20

Course closed to the public

7:15 am **Round Two;** 7:10-8:38 am; 11:26-12:52pm (1 and 10 tee)
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)

Saturday, November 21

Course closed to the public

7:10 am **Round Three:** 7:10 am (1 tee)
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)

Sunday, November 22

Course closed to the public

7:10 am **Final Round:** 7:10 am (1 tee)
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)
6:00 pm 18th Green Award Ceremony (immediately following play)

*Schedule of Events and times subject to change

Pelican Women's Championship

Site Plan

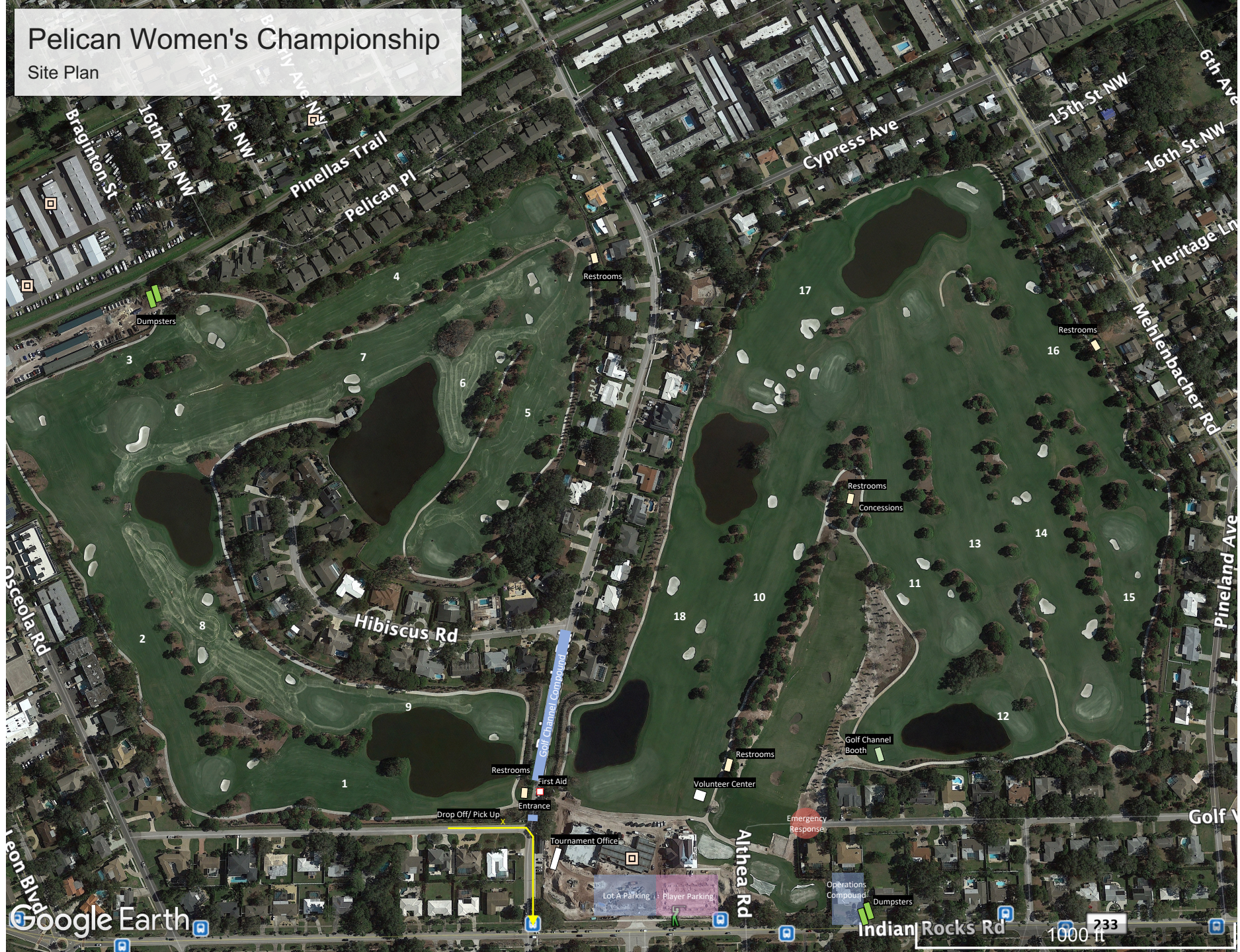




Exhibit F – Sanitary Plan

See Master Site Plan for dumpster and sanitary station locations.

Sanitary stations –

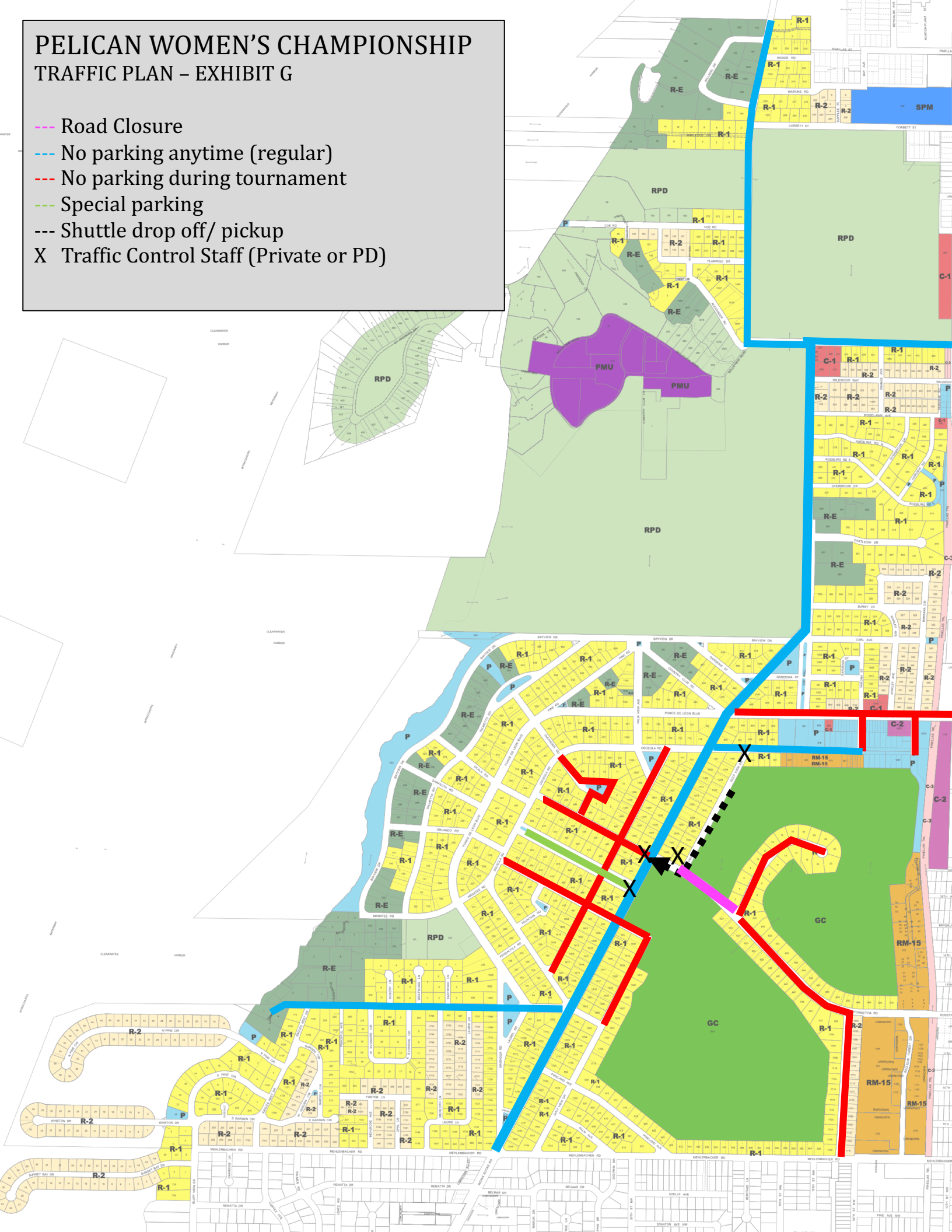
- Vendor: United Site Services
- Install Date: Thursday, November 12th and Friday, November 13th
- Removal Date: Monday, November 23rd and Tuesday, November 24th
- Service Schedule: Tuesday November 17th – Sunday, November 22nd post play (approx. 6:30pm)
- Each collection of restrooms will be regular service and either concealed by tenting and/ or screened fence
- Additional restrooms will be placed for Saturday night concert near general admission area, noted on master concert site plan

Ecology program –

- Vendors: Waste Management (Containers), Solo Events Group (Management Staff)
 - WM – Three (3) total 40 cu. yard dumpsters placed strategically on the golf course for removal access and high traffic areas
 - Solo Events Group – full team of ecology staff onsite with the primary duty of removing waste from bins around course

PELICAN WOMEN'S CHAMPIONSHIP TRAFFIC PLAN – EXHIBIT G

- Road Closure
- No parking anytime (regular)
- No parking during tournament
- Special parking
- Shuttle drop off/ pickup
- X Traffic Control Staff (Private or PD)



#1



Exhibit H

Parking Plan

The Pelican Women's Championship will utilize parking facilities on-site/ nearby the club for parking players, volunteers, and other groups of essential personnel. With no general parking available, the plan has been streamlined and constructed with the goal of impacting the roadways and operation as little as possible.

Pelican Golf Club Clubhouse Parking Lot:

1501 Indian Rocks Rd

Belleair, FL 33756

- LPGA Players
- LPGA Staff
- Members (to valet)

Belleair Rec Center:

901 Ponce de Leon Blvd

Belleair, FL 33756

- Golf Channel staff parking

Memory Care Center:

1145 Ponce de Leon Blvd

Clearwater, FL 33756

- Invited guests
- Volunteer Chairpersons
- Caddies/ Pro-Am Caddies
- Vendors
- Pelican Golf Club staff

American Collegiate Academy:

833 Wyatt St

Clearwater, FL 33756

- Volunteers



Exhibit I – Life Safety Plan

Points of Contact:

- Tournament Staff
 - Contacts:
 - Tournament Manager – Ryan Dever
 - Executive Director – Scott Reid
 - Tournament Services Manager – Sam Mok
- Private Security
 - Security Director – Dan Sidders
 - Security Manager – Stephen Cornell
- LPGA Security
 - Security Official – Lee Fields
- Belleair PD
 - Chief of Police – Richard Doyle
 - Officer – Joe Torch
- Sunstar Paramedics
- Baycare First-Aid Staff

Points of Interest:

- Command post will be set at Belleair PD for their staff and tournament emergency operations.
- Onsite personnel will stage on Golf View South and the circle near the driving range.
- 10 tournament radios will be distributed to town personnel for daily event and emergency communication
 - Town/ PD will have internal radio communication as well
- Private security will take the role of access control on the course; admittance, venues etc.
- Belleair PD will work as traffic control and will work with security in scenario that an issue arises to a Law Enforcement concern.
- Overnight private security will be placed around Pelican Golf Club throughout event week and will work with Belleair PD as needed.
- Please see additional Crisis Management Plan. This has been developed with the conjunction of the LPGA and the entirety of this plan is kept with vital personnel only.



Security and Crisis Management Handbook

Section 1: Introduction

The Ladies Professional Golf Association Crisis Management Plan (the “plan”) is a general guide to provide a system for the LPGA and LPGA Tournaments to respond to a major crisis or emergency. This plan has been modified and streamlined into this handbook for Pelican Women’s Championship staff.

In normal circumstances, the LPGA and LPGA Tournaments operate under general policies and procedures that are in place to ensure that the daily operations occur in as efficient and professional a manner as possible. However in time of crisis and/or disaster, the guidelines for normal daily operations may not be appropriate, effective or in the worst-case scenario, possible. It is for that reason a crisis management plan has been developed. Without a plan, a crisis situation may lead to irreparable damage to the LPGA and/or our tournament.

The purpose of this plan is to assist our tournament in making quality decisions during such a time. It’s important to remember that a crisis management plan is meant to serve only as a guide in the time of crisis and is not intended to be all-inclusive. It will, however, assist in ensuring continuation of the various activities and services.

Crisis Definition:

A crisis is an event that seriously and immediately threatens one or more of the LPGA’s and/or LPGA Tournament’s vital assets. Crises are characteristically uncommon, unpredictable, and sudden, demanding immediate responses in order to save lives, avert secondary damage and restore normal operations. A crisis is any unplanned occurrence that can:

- Cause death or significant injuries to employees, volunteers, sponsors, competitors, spectators, vendors or others
- Cause significant reputational harm to the LPGA/LPGA Tournament’s brand and/or visibility
- Shut down and/or cause significant disruption to the LPGA/LPGA Tournament’s business operations
- Materially threaten the LPGA/LPGA Tournament’s financial standing and/or viability

A group of more probable crises and the response methodology for the respective crisis are included. Most major crisis will impact a number of areas and/or constituencies, so it is imperative that all key parties be familiar as to their responsibilities and/or accountabilities to the plan.

Mission & Purpose:

The LPGA has established this plan to address the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately following a crisis. The plan is based on the following guiding principles:

- Protect and preserve human life/well being
- Minimize loss/disruption to the operations & brand
- Gather all necessary information
- Move quickly
- Be transparent
- Ensure clear & concise communications
- Be flexible as developments occur
- Document activities and conduct post evaluation

Quick Reference Guide

Tournament Staff and Important Contacts

Name	Organization	Position	Direct	Cell	Email
Tim Erensen	Eiger Marketing	Executive Director	(203) 340-9593	(203) 216-5829	terensen@eigermarketing.com
Kyle Draper	Eiger Marketing	Tournament Director	(727) 977-5182	(813) 352-9112	kdraper@eigermarketing.com
Ryan Dever	Eiger Marketing	Operations Manager	(727) 977-5181	(856) 816-3573	rdever@eigermarketing.com
Sam Mok	Eiger Marketing	Volunteer Coordinator	(727) 977-5183	(609) 613-2350	smok@eigermarketing.com
Dan Sidders	CSC Security	Head of Security		(407) 448-6918	dsidders@csc-usa.com

Important Places Nearby and Contacts

Company	Name	Phone Number	Phone #2	Address
Police	Belleair PD	Emergency Dial 911	(727) 588-3500	901 Ponce De Leon Blvd, Belleair, FL 33756
Hospital	Morton Plant Hospital	(727) 462-7000		300 Pinellas St, Clearwater, FL 33756
Urgent Care	Bayside Urgent Care	(727) 441-5044		1001 S Ft Harrison Ave #101, Clearwater, FL 33756
Poison Control	AAPCC	1-800-222-1222		

SERVPRO:

SERVPRO® is proud to be the Official Cleanup and Restoration Company of the PGA TOUR.

SERVPRO's professional services network of more than 1,700 individually owned and operated Franchises responds to property damage emergencies ranging from small individual disasters to multi-million dollar large-loss events. SERVPRO® has partnered with the PGA TOUR and TPC Clubhouses to develop emergency 'Ready' plans to insure business preparedness in case of weather related or other disasters. In this case, SERVPRO will assist in Coronavirus related cleanings; either in prevention efforts or

In the case of cleaning please contact Scott Gettelfinger at SERVPRO, contact information and instructions listed below:

Scott Gettelfinger
ServPro - National Accounts Sales Manager
Phone: 1-800-ServPro
Direct: (615) 451-0200
Cell: (615) 566-2661
Email: sgettelfinger@servpronet.com



Please address the situation on the phone, requesting Scott, and stating the tournament name, golf course/ location, and cleaning/ restoration needed. Example, "This an PGA/ LPGA Tour emergency, calling for Scott Gettelfinger regarding the Pelican Women's Championship in Belleair, FL – looking for fire damage assistance."

Overview

Eiger Marketing Group / Pelican Women's Championship Headquarters:

Eiger Marketing Group – LPGA Office

525 Indian Rocks Road, Suite 200

Belleair Bluffs, FL 33770

The 2020 Pelican Women's Championship will be held Nov 16 - 22, 2020 at Pelican Golf Club

Pelican Golf Club Address:

1501 Indian Rocks Rd

Belleair, FL 33756

(727) 285-9702

Emergency Response System.....	5
Chain of Command.....	5
Staff Responsibilities.....	5
Fire Procedures.....	7
Evacuation Procedures.....	7
Earthquake Procedure.....	9
Medical Emergency.....	10
Power Outage Procedure.....	11
Bomb Threat Procedures.....	12-14
Social Disturbance Procedure.....	15
Building Collapse.....	16
Toxic/ Chemical Spill.....	17
Infectious Disease.....	18-26
Course Map.....	26
Zoning Map.....	27
Zoning Guide.....	28

EMERGENCY RESPONSE SYSTEM

CHAIN of COMMAND FOR EMERGENCIES

In case of emergency please contact the tournament staff in this order, no response from that person please move onto the next person on the list. Pelican Women's Championship contact information please see the quick reference guide.

1. Operations Manager, Ryan Dever,
2. Tim Erensen, Executive Director,
3. Kyle Draper, Tournament Director
4. Dan Sidders, CSC Security

OFFICIAL SPOKESPERSON FOR THE Pelican Women's Championship

Kyle Draper, is the designated spokesperson for all the emergencies. NO ONE is permitted to talk to the media on behalf of the Pelican Women's Championship other than Kyle Draper, if Kyle Draper is not available the spokesperson shall revert to the rank order Chain of Command for emergencies listed above or the lead PGA Tour media staff member on site.

General Procedures:

1. Remain calm
2. Notify the Security Channel and/ or Operations Manager Ryan Dever of the issue
 - a. as mentioned in the communications plan
3. Establish the exact location of the emergency
4. Calmly explain the emergency
5. Give your name and telephone where you can be reached or where you are calling
6. Wait for direction from security
7. If safe, wait for emergency personnel to arrive. Direct them to the location.

STAFF RESPONSIBILITIES DURING EMERGENCIES

Control Room

The tournament office will become the control room for emergencies except in the case of an evacuation. Should there be an evacuation, please refer the evacuation emergency procedures.

In the event of an emergency, the course will immediately inform the Director of Operations, Ryan Dever. Should the emergency information come to the Media Center first, immediately contact the security for the event. The security staff for the Pelican Women's Championship have been trained to deal with many types of emergencies. The emergency is recorded.

Equipment needed for Control Room:

1. Internet Access
2. Fax machine/ scan and email capabilities (use cell phone camera and email)

3. Copy machine
4. TV Monitor
5. Cell Phone
6. Walkie talkies for staff

Recording the Emergency - Take Notes

1. What is the emergency?
2. Location of the emergency?
3. If someone is hurt, what is the name of person or persons?
4. What time did the emergency occur?

Section 2: Crisis Response Scenarios

Since it is difficult to develop individual plans for every type of crisis that might affect the organizations, the LPGA has developed response plans for those areas that may have a significant impact and have a greater probability of occurring. These response plans can be adapted to fit other unforeseen crisis scenarios as needed.

Crisis response plans have been developed for the following categories and will be shared internally with priority life-safety personnel. The COVID-19 action plan is listed in the following pages, similar documents have been created for the following categories and more as needed:

- Significant Injury or Loss of Life
- Bomb Threat or Explosive Device
- Active Shooter
- Suspicious Mail/Object
- Disorderly Person
- Intruder (including protests)



The Pelican Women's Championship Presented by DEX Imaging will be contested without fans in attendance when the tournament is held Nov. 16-22, 2020 at Pelican Golf Club in Belleair, FL. The decision was announced by tournament organizers in early September after consulting with public health officials and the LPGA.

To resume play, the LPGA, in conjunction and coordination with its tournament partners and title sponsors, created a Back-to-Play plan. This details the permissible guidelines and creates an environment for all key stakeholders that is safe and minimizes the risk of exposure to COVID-19 to the extent possible.

The LPGA's Back-to-Play plan is first and foremost built on a foundation of health & safety while maintaining the highest level of integrity for the competition.

This document will continue to evolve and remains subject to change based on developments in health and safety guidance, governmental regulations and general information that is available regarding COVID-19. The document is attached in the appendix for review.



Exhibit J – Event Communications Plan

Main Contacts:

Eiger Marketing Group

Ryan Dever – Tournament Manager – rdever@eigermarketing.com

Scott Reid – Executive Director – sreid@eigermarketing.com

Sam Mok – Tournament Services Manager – smok@eigermarketing.com

Town of Belleair

JP Murphy – Town Manager - jmurphy@townofbelleair.net

Chief Rick Doyle – Chief of Police (Belleair PD) - rdoyle@townofbelleair.net

Joe Torch - Police Officer (Belleair PD)

Cathy Dekarz (Public Information Officer) - cdekarz@townofbelleair.net

Pelican Golf Club

Justin Sheehan – Director of Golf - jsheehan@pelicangolfclub.com

Lee Mackay – General Manager - lmackay@pelicangolfclub.com

Event Radio Communication:

- Eiger Marketing Group to have 70+ radios and 5+ channels onsite for event management specific communication
 - Example channels:
 - 1 – Main
 - 2 – Security/ First Aid
 - 3 – Volunteers
 - 4 – Scoring Control
 - 5 – Ecology/ Supply
- LPGA to have 50+ radios onsite for competition specific communication
 - Members of Eiger Marketing to possess LPGA radios and relay communication between event and tour staff, and vice versa.
- Emergency response personnel to obtain several event specific radios daily as the communication bridge between event communications and external support/ emergency response.

Digital Communications:

Pelican Women's Championship specific pages will be kept up to date with highlights, announcements and news throughout the week. All pages can be found @PelicanLPGA.

- Website: pelicanlpga.com
- Facebook: <https://www.facebook.com/pelicanlpga/>
- Twitter: <https://twitter.com/pelicanlpga>
- Instagram: <https://www.instagram.com/pelicanlpga/>



Exhibit K – Signage Plan

The following signage elements have been developed and will be displayed on public property/ roadways.

1. Light Pole Banners
 - a. These are to be located on Indian Rocks Road near Pelican Golf Club closer to the event date.
 - b. Player images will cycle, depicting other stars of the LPGA tour.
 - c. Targeting 11/1 installation
 - d. New dates to be included



e.



2. Indian Rocks Banner

- This is to be located on Indian Rocks Road at the normal banner site.
- Targeting 11/1 installation



c.

3. Directional A-Frames

- These are to be located on road ways near Pelican Golf Club and parking locations.
- Text will cycle, depending on the message needed.
- Targeting 11/15 installation



d.

4. Variable Message Board Signs

- LED Message Board signs will be placed on roadways naming parking locations and traffic notifications as needed.
- TBD locations, estimated 1-2 message boards
- Town of Belleair to coordinate placement of these signs



Exhibit L – Building Permits

The following documents have been submitted to the Town of Bellaeair and are awaiting review and approval. Once approved by Largo FD, the Town of Belleair will review for building and electrical permits. Will be used mostly to permit temporary fencing around the clubhouse parking lot.



BELLEAIR BUILDING DEPARTMENT
901 PONCE DE LEON BLVD.
BELLEAIR, FL 33756
(727) 588-3775
WWW.TOWNOFBELLAIR.COM/BUILDING

ELECTRICAL INSTALLATION FORM

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED BEFORE THE PERMIT BECOMES VALID

Permit #: _____ Homeowner: _____

License Holder (Individual Name): _____

Company Name: _____

Contractor's Mailing Address: _____

State: _____ Zip: _____ Contractor's Phone #: _____

FL State License #: _____ PCCLB #: _____

Jobsite Address: _____

☐ Residential ☐ Commercial

INDICATE THE TOTAL NUMBER OF EACH TYPE OF FIXTURE PROPOSED FOR ELECTRICAL CONSTRUCTION OR INSTALLATION

Temp. Pole: _____ Outlets: _____ Kitchen Fans: _____ Bath Fans: _____ Bath Heater: _____

Water Heater: _____ Range: _____ Dryer: _____ Disposal: _____ Dish Washer: _____

Air Conditioner (Ton): _____ Heat (Kw): _____ Pedestal Or Pole: _____ Swimming Pool: _____

Meters: _____ # Wires: _____ Service (Amps): _____ Temp Trailer: _____ Generator: _____

Other: _____

WORK TO BE PERFORMED

MINIMUM REQUIRED INSPECTIONS:

1st rough (under slab) / 2nd rough (and/or prior to covering any work) / Final

Signature: _____

Print Name: _____

Date: _____

**BELLEAIR BUILDING DEPARTMENT**

901 PONCE DE LEON BLVD.

BELLEAIR, FL 33756

(727) 588-3775

WWW.TOWNOFBELLEAIR.COM/BUILDING**PERMIT APPLICATION**

Permit #: _____ Date Issued: _____ Property Owner: _____

Owner's Address: _____ Phone #: _____

Construction Address: _____ City: _____ State: _____ Zip: _____

Parcel No.: _____ Company Name: _____

Individual License Holder: _____

Contractor's Mailing Address: _____ City: _____ State: _____ Zip: _____

Contractor's Phone #: _____ Email: _____ P.C.C.L.B #: _____

Description of Work: _____

Type of work:

S/F	M/F	Comm.	New	Remodel	Addition
Demo	Electrical	Mechanical	Plumb/Gas	Roof	Window/Door
Opening Protection	Patio/Deck	Fascia/Soffit/Siding	Gutter/Downspout	Sidewalk/Driveway	
Pool/Spa	Sign	Tree	Pool Enclosure	Site Preparation	
Fence/Fence Wall	Well	Dock/Seawall	Irrigation	Fire Sprinklet/Alarm	
Dumpster/Trailer	Generator	Accessory Structure	Other: _____		

Flood Zone: _____ Non-Flood Zone: _____ Utility Line Locate #: _____

WARNING TO OWNER: Your failure to record a notice of commencement may result in your paying twice for improvements to your property. A notice of commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your notice of commencement.

Valuation of Proposed Improvements: _____

Total Job Cost \$: _____

APPLICANT'S NAME: _____ SIGNATURE: _____ DATE: _____

----- Town of Belleair Use Only -----

ADMINISTRATION FEE (\$25.00) *	\$	_____
(\$25.00 if project value is less than \$1000 & 2.0% of Total Project Value)		
ADMINISTRATION FEE: (\$50.00)*	\$	_____
ADMINISTRATION FEE: (\$250.00)* FEMA ZONE	\$	_____
VALUATION FEE (2% of Total Project Value)	\$	_____
MISCELLANEOUS FEES: (Recording fee, Dumpster Fee)	\$	_____
FL SURCHARGE FEE:	\$	_____
PINELLAS COUNTY TRANSPORTATION IMPACT FEE:	\$	_____
AFTER THE FACT PERMIT: (Doubles the total permit cost)	\$	_____
TOTAL PERMIT FEE:	\$	_____

*(Non-Refundable Admin Fee)

BUILDING OFFICIAL'S APPROVAL: _____ **Date:** _____**TOWN ARBORIST'S APPROVAL:** _____ **Date:** _____



Exhibit M – Fire Permits

The following documents have been submitted to the Largo FD and are awaiting review and approval.



Exhibit N – St. Pete Clearwater Film Commision

St. Pete Clearwater Film Commision has declared that a film permit will not be required at this point due to filming being done on private property.

Eiger Marketing and/ or Golf Channel will file for a permit with the Film Commision if offsite filming is to take place; however, no offsite filming is scheduled at this time.

Eiger Marketing Group, the Town of Belleair, and the St. Pete Clearwater Film Commision have been in communication about this possible permit and are on the same page moving forward. Please see below email confirming that no permit is needed at this point in time, until public property filming is confirmed.

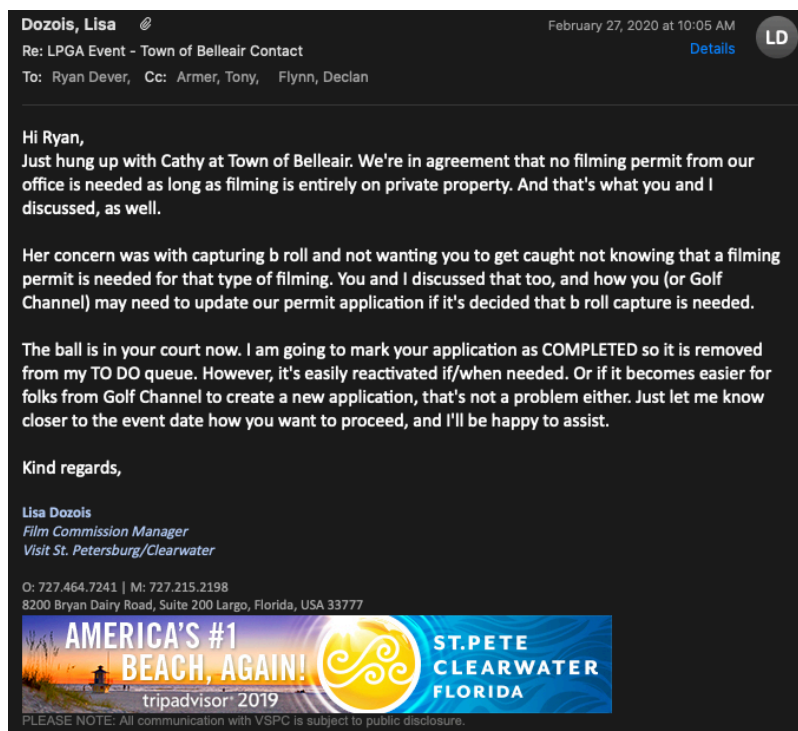




Exhibit O – Certificate of Liability Insurance

Finalizing with insurance co., to be submitted asap.

Back to Play 2020



CELEBRATING
70 YEARS

Overarching Statement

- To resume play, the LPGA, in conjunction and coordination with its tournament partners and title sponsors, must be able to conduct events within permissible guidelines and create an environment for all key stakeholders that is safe and minimizes the risk of exposure to COVID-19 to the extent possible.
- The LPGA's Back-to-Play plan is first and foremost built on a foundation of health & safety while maintaining the highest level of integrity for the competition.
- This document will continue to evolve and remains subject to change based on developments in health and safety guidance, governmental regulations and general information that is available regarding COVID-19.

Agenda

- Health & Safety Plan
- Player & Caddie Experience
- Pro-Am Experience
- Spectators & Sponsor Guests
- Volunteers
- Operations
- Media



Health & Safety Plan

Health & Safety Plan

Prior to moving forward with conducting an LPGA Tournament, the following criteria must be met:

- **Compliance with COVID-19 Orders and Guidance:** Can the tournament comply with local/state orders, recommendations, advisories related to 'shelter in place', 'stay at home', social distancing, mass gathering guidelines, and with state/local government authorities/communities and have the necessary resources in place to support the event?
- **Travel Safety:** Can Players/Caddies travel safely to the event? Stay and travel safely in tournament market during tournament week?
- **International Players/Caddies:** Can Players/Caddies traveling internationally arrive in U.S. 14-days prior to tournament week?
- **Support Staff Travel and Resource Delivery:** Will the tournament organizer, the LPGA and tournament service providers (including TV broadcast partners) be able to travel to, and have the resources available to deliver the event?
- **COVID-19 Testing:** Will the LPGA have access to COVID-19 testing (without infringing on testing capabilities/availability in the market) to test Players, Caddies and Staff in accordance with applicable testing protocols?

Health & Safety Plan

Medical Testing & Health Screening Plans

COVID-19 Testing:

- The LPGA's Back-to-Play plans contemplate weekly COVID-19 testing for those individuals in the "Testing Pool" including Players, Caddies, Staff and other essential personnel.
- Prior to departing from "home", Players and Caddies may be required to be tested for COVID-19.
- If required, Player/Caddies Negative Test results must be verified by LPGA Medical Director prior to departure.
- Once in tournament market, but prior to gaining access to the tournament venue, individuals in the "Testing Pool" will be directed to a Testing Center location in close proximity to the venue.
- Depending on the type of COVID-19 testing, drive through testing option is recommended. However, a separate trailer/tent may be required to serve as the Testing Center.
- Individuals with a Negative Test result will be given some form of easily identifiable clearance to enter the host venue (Wristband, Special Credential, "Electronic Boarding Pass", etc.)
- Individuals with a Positive Test result will be directed to an isolation area where CDC guidelines will be followed to ensure proper medical care/guidance is provided and local health authorities will be notified.
- Players/Caddies testing positive will be withdrawn from the week's tournament and subsequent events until cleared to play by the LPGA's Medical Director.
- Contact tracing will be used to determine if any additional people need to be monitored or quarantined.
- COVID-19 Testing will be performed by a TBD third-party secured by the LPGA.

Health & Safety Plan

Medical Testing & Health Screening Plans Cont.

Temperature Screening: Temperature screening will be performed daily for individuals in the Testing Pool, as well as those outside the Testing Pool who have access to physical structures on-site (clubhouse, office space, hospitality, media center, etc.) inclusive of Pro-Am and hospitality guests. Individuals will be considered to have an “elevated” temperature above 100.4 degrees F/38.0 degrees C, or as otherwise determined based upon medical guidance and state/local authorities.

- Individuals with temperatures below the designated threshold will be provided access using a daily “admission pass”
- Individuals with an elevated temperature will NOT be granted access and will be directed to an “isolation area” where they will receive medical guidance.

Temperature Screening: In the event spectators are admitted to the tournament, temperature screening technology is required at the venue entrance. Individuals attempting to enter with elevated temperatures will be directed to an “isolation area” for medical guidance and not be allowed access to the venue. At a minimum, taking temperatures with a touchless thermometer will be required.

Medical Questionnaires: Standard COVID-19 medical screening questionnaires will be required for those in the Testing Pool, Pro-Am and hospitality guests, Volunteers, Media as well as support personnel for Players.

Common Practices:

- Face coverings to be worn per local guidelines.
- Proper hygiene practices at all times (i.e. hand washing, proper coughing/sneezing into elbow, etc.)
- Social Distancing practices to be strictly enforced for all constituent groups.



Player & Caddie Experience

Player & Caddie Experience

Player / Caddie “Bubble”

- Players and Caddies will be treated as a single unit, due to the fact that the Player and Caddie relationship on course makes social distancing impractical.
- Should either the Player or their Caddie test positive, both the Player and Caddie may be withdrawn from the event.
- Medical personnel will be consulted to determine if any other individuals in close contact with Player or Caddie should be monitored, tested or quarantined based on Contact Tracing system.

Caddies

- Caddies are not mandatory. Players must carry bag or have a push/pull cart (no motorized carts).
- Restriction on carry bag removed.
- Caddies must be pre-registered by their player in order for the Caddie to receive COVID-19 testing.
- Caddie cannot access Tournament Grounds unless test for COVID-19 returns a negative result.
- No local caddies.

Player & Caddie Experience

Player Guests

- When permitted, support personnel such as family members, personal trainers, coaches, etc. will be allowed access to tournament grounds only. No access to clubhouse or dining.
- Must be registered prior to coming to tournament site, will be required to complete medical questionnaire survey, will be temperature checked each day upon arrival and must wear face coverings at all times.
- If the event is not open to the general public, a Player may register only two (2) support personnel on any given tournament week, unless the Player has more than two (2) children and a caregiver.
- Prohibited from practice facilities, must remain a minimum of 6 ft. from any player, caddie or staff member and must remain outside the ropes at all times.
- Coaches will be permitted on the driving range only when instructing the Player, and are not permitted on practice putting greens or chipping areas.

Housing

- Temporarily eliminated, will reevaluate as the situation evolves.
- Recommend partnering with 2-3 local hotels for Players, Caddies and Staff to keep group contained.
- Note that local health authorities may recommend or require as a condition of hosting the event.

Childcare

- To be determined per tournament based on need/demand.
- All childcare providers will be COVID-19 tested.
- Bright Horizons will enforce strict cleaning procedures and limit access to the childcare center.

LPGA70

Player & Caddie Experience

Registration

- Completed virtually through OCS Player App.

Bag Room

- Eliminated, Player is responsible for her golf bag for the entire week.

Locker Room

- Players only, strictly used for changing and restrooms.
- Maximum number of Players allowed determined according to CDC and local guidelines.
- Face coverings and hand sanitizing products available.
- Manufacturer Reps distribute product at distribution area to be determined. No locker room access.

Player Parking/Valet

- Player parking strictly enforced. Players admitted to parking and immediately proceed to temperature screening area (Same policy for Caddies).
- Players self park when available.
- If valet is needed or utilized, valet company must provide cleaning and sanitizing/disinfecting protocols.

Transportation

- Eliminate, except specific events and when venue may require on a limited basis.

Player & Caddie Experience

Pre-Tournament Media

- No seated press conferences.
- All interviews done outside or in open-air tents.
- No media allowed in the practice areas.

In-Round and Post-Round Media

- No inside-the-ropes media other than limited photographers, camera operators and broadcast-partner announcers.
- No seated press conferences, even for the winner.
- All post-round scrum interviews done outside or in open-air tents.
- Limited one-on-one interviews done outside or in open-air tents, following social-distancing protocols.
- Potential virtual interviews with off-site media via video technology like Zoom; players to be brought to secure room in the clubhouse.

Player & Caddie Experience

Player Dining

- To-go, pre-packaged food items available for breakfast and lunch with possible dinner option.
- Player dining capacity determined using CDC and local guidelines.
- Caddies permitted access.

Practice Facilities

- Maximum number of Players/Caddies allowed on putting green and driving range, dependent upon facility.
- Driving range bays spaced for proper distancing.
- Hand sanitization stations available.
- Club Staff/LPGA Staff to monitor occupancy numbers.
- Setting restrictions on practice time before/after round according to tee time.
- Range balls pre-bagged and left on table for player self-service.

Practice Rounds

- Players book practice round tee times through OCS.
- Rules Officials to determine efficient flow of Players through facility.

Alternates

- Alternates and their Caddies tested same as Players already in the field.

Local Qualifiers

- Eliminated for 2020.

Player & Caddie Experience

Club Repair

- Trailer restricted to Paul Boehmer only. No manufacturer representatives or other LPGA staff.
- Players/Caddies must remain outside the trailer.
- Trailer sanitized on a regular schedule.
- Additional cleaning products available for safe handling of clubs.

Manufacturer Representatives

- One rep per company permitted, guidelines strictly enforced regarding Darrell Survey numbers for access
- Equipment shipped to site if representative unable to attend. LPGA or Tournament Staff to distribute.

Fitness Trailer

- Top Tier PT's to be COVID-19 tested and wear face coverings.
- No more than two (2) Players allowed inside trailer for treatment at any time, by appointment only.
- Additional temperature screening before entering.
- Separate tables for treatment only.
- No working out, stretching or routine treatments.
- Trailer sanitized on a regular schedule and equipment disinfected before and after each use.
- Additional face coverings and hand sanitizing products available.

Player & Caddie Experience

Starting Tees

- Face coverings and hand sanitizing products available.
- Scorecards, rules sheet and hole location sheet distributed.
- Players required to supply their own bug spray, sunscreen, etc.
- Pre-bagged tees and pencils will be available, or players can supply their own.

Bunker Rake & Flagstick Protocol

- Caddie or Player will sanitize hands before and after use of bunker rake or flagstick.
- Individual hand sanitizers distributed at starting tee.

Caddie Precautions

- Caddies prohibited from cleaning or assisting with other Players' equipment.

Comfort & Hydration Stations

- Hand sanitizing stations at each comfort station, hydration station and every tee.
- Marshal stationed at each hydration station wearing gloves to open and close cooler.
- Comfort and hydration stations receive disinfectant treatment at the beginning of each day.

Shuttles

- All individuals on board (Driver, Player, Caddie, Walking Scorer) required to wear face coverings.
- Carts sanitized on a schedule throughout the day.
- Additional shuttles may be required to accommodate adequate social distancing for riders.

Player & Caddie Experience

On Course Scoring

- Player will continue to keep official scorecard.
- Walking scorer to continue with normal procedures.
- No contact between Players and walking scorers.
- Players/Caddies will call for ruling via LPGA App or the walking scorer.

Leaderboards

- Electronic Leaderboards available throughout course.
- Players can check live leaderboard through Player App.
- Eliminate all manual leaderboards.

Scoring Tent

- Larger, open air tent located near 9 and 18 green.
- Volunteers and Players required to wear face coverings.
- No seating available, Players required to stand 6 ft. apart.
- Area sanitized between groups.
- Player will return official scorecard.

Player & Caddie Experience

Caddie Registration

- Caddie must be hired by player at time of Player registration.
- Prior to testing, Players will notify Tour through OCS at the time of Player registration the name and contact information of their Caddie.
- After clearing testing, registration is completed virtually.

Caddie Parking

- Caddie parking strictly enforced. Caddies admitted to parking and immediately proceed to temperature screening area.
- Should be located as close as possible to venue if not able to accommodate on site.
- If shuttle transportation is required, shuttle/bus drivers will be subject to a temperature screening and equipped with face coverings.
- Passengers spaced appropriately while on shuttle.
- Buses/shuttles to be thoroughly sanitized on a regular schedule.

Caddie Bibs

- Bibs distributed prior to Pro-Am or first round and laundered nightly by the tournament.

Caddie Dining

- Caddies permitted access to Player Dining.
- Pre-packaged food items available for breakfast and lunch.



Pro-Am Experience

Pro-Am Experience

Health & Safety Plan

- All Pro-Am functions to be conducted in accordance with CDC and local guidelines related to social distancing, face coverings, hand sanitizing, etc.
- All amateur participants to complete health survey and participation waiver in advance and will be subject to temperature screening upon arrival to Pairings Party and Pro-Am.
- Any participant exhibiting an elevated temperature will be asked to leave property and seek medical consultation.
- All physical interactions such as high fives, handshakes, hugs, etc. prohibited in observance of social distancing requirements.

Pro-Am Experience

Arrival Procedures

- Amateurs arrive no earlier than 1 hour prior to their tee time.
- Pro-Am participants are to park in a separate location from Players and Caddies if possible.
- If shuttle transportation is required, shuttle/bus drivers will be subject to a temperature screening and equipped with face coverings.
- Pro-Am participants will be subject to a temperature screening before boarding the shuttle.
- Buses/shuttles to be thoroughly sanitized on a regular schedule.
- Personnel managing the bag drop and amateur registration will be subject to temperature screening before beginning their duties and required to wear face coverings.
- Strongly encourage gifting to be a “virtual shopping experience” (i.e. electronic gift cards).

Pro-Am Experience

On Course Factors & Format

- Amateurs are prohibited from using practice facilities.
- Encouraged to walk (carry bag or use pull/push cart). If unable to walk, cart will be provided. Single riders only.
- Guests and amateur caddies are prohibited.
- Pro-Am amateur dining to be separate from player dining with pre-packaged food items available to go for both breakfast and lunch.
- Pro-Am format may differ tournament to tournament. Tee time, best ball, “par is your partner” recommended (scrambles prohibited).
- Pool noodles to be used as cup fillers, bunkers not to be raked and flagsticks to remain in hole.
- Team pictures conducted in accordance with social distancing protocols (no physical contact).



Spectators & Sponsor Guests

7/23/20

Spectators & Sponsor Guests

Health & Safety Plan

- Spectator/Attendee policies will depend on local health guidelines and recommendations. Each tournament should consult local health authorities in designing their respective plans to host spectators.
- Each attendee will be subject to temperature scanning before entering tournament grounds or boarding a tournament shuttle bus.
- In the event of an attendee exhibiting an elevated temperature, a dedicated tent will be in place to separate the individual and to provide additional care and/or instructions. The individual will be required to leave property and seek medical consultation.
- Spectators/Attendees will be required to follow all local health guidelines as it relates to social distancing and facial coverings. The LPGA recommends every attendee bring and wear their own facial covering.
- If shuttle transportation is required, shuttle/bus drivers will be subject to a temperature screening and equipped with face coverings.
- Buses/Shuttles to be thoroughly sanitized on a regular schedule.

Spectators & Sponsor Guests

Admissions & Security

- Ticketing procedures are tournament specific. It is recommended that all tournaments utilize an online platform for ticketing needs, eliminating paper tickets where possible.
- Tournaments should make a reasonable effort to ensure there is six feet of separation between spectators while in line and plastic partitioning should be available where possible between spectators and admissions personnel/security.
- Admissions personnel/security will be subject to temperature screening and required to wear a face covering.
- Spectators to open bags for security to visually inspect.
- Separate entry and exit points are needed to ensure one-way spectator traffic.
- Signage at Main Entrance will display instructions to access virtual pairings guide and other pertinent tournament information including, health & safety protocols, course map, sponsor messaging, etc.
- Attendees should be instructed and encouraged to download and use the LPGA Fan Experience App.

Spectators & Sponsor Guests

On-Site Experience

- Merchandise and Expo space will vary by tournament but LPGA recommends eliminating if possible and moved to an online operation.
- If permitted, all vendors will be subject to temperature screening, are required to wear a face covering and follow and adhere to any CDC and local health guidelines.
- Concessions will be available on a limited basis in accordance with CDC and local health guidelines.
- Additionally protocols should be put into place to make reasonable effort to ensure there is 6 ft. of separation between spectators while in line. Plastic partitioning should be available where possible between spectators and merchandise/expo/concessions personnel.
- A cashless system of payment should be put into place throughout tournament grounds.

Spectators & Sponsor Guests

On-Site Experience

- There should be an increase in signage throughout tournament grounds displaying health and safety protocols. Messaging also to be displayed on electronic leaderboards and LPGA Fan Experience App.
- Recommend use of “Social Distancing Paddles” to reinforce messaging. (Similar to Quiet Paddles)
- Normal rope and stake will be required for spectators but player walkways/paths must be widened to allow for proper social distancing. Rope and stake areas around tees should be widened where necessary and possible, to maximize ability for Players and caddies to socially distance.
- Until further notice, Inside the Ropes VIP Access, Outside the Ropes Player Activities (such as pet shelters, school visits, etc.), and Autograph/Picture zones are to be eliminated.
- Hospitality venues should be open air tents with a maximum number of people established by using CDC and local guidelines and monitored by Tournament staff or Security.
- Venue to be thoroughly sanitized on a regular schedule.
- Hospitality personnel will be subject to temperature scanning and required to wear face covering.
- All bleachers eliminated.
- Evacuation plans that maximize social distancing potential should be put into place, while still allowing for evacuation to take place in a safe and timely manner.



Volunteers

7/23/20

Volunteers

Health & Safety Plan

- All volunteers required to complete health survey and participation waiver prior to tournament week.
- Volunteers must adhere to CDC and local guidelines relating to social distancing and hygiene.
- Appropriate messaging delivered to all volunteers discouraging “at risk” individuals from participating.

Temperature Screening

- Required for all volunteers at the beginning of each day.
- Conducted in volunteer parking, prior to boarding a shuttle bus.
- Individuals with an elevated temperature will be asked to leave property and seek medical consultation.
- Individuals with an acceptable temperature will receive a “TBD identifier” to show healthy status.

Volunteers

Required, Optional & Eliminated Committees

- LPGA TBA representative to consult with each Tournament in advance to determine appropriate volunteer committees and numbers in accordance with CDC and local guidelines.

Uniform Distribution

- Drive thru distribution method prior to tournament week recommended. Distribute at first shift, if necessary.

Meetings & Trainings

- Events are encouraged to conduct meetings/trainings in advance of tournament week via an online platform. (i.e. Zoom, Microsoft Teams, etc.)
- If trainings are required on site, they are to be conducted in accordance with CDC and local guidelines.

Face Coverings

- Face covering required when working in close proximity to Players/Caddies and while on all shuttles.

Volunteer Headquarters

- Large, open air tent required.
- Face coverings and hand sanitizing products available.
- Limited tables and seating available.

Food & Beverage

- Grab and go, pre-packaged food items available for breakfast and lunch.

LPGA70

Volunteers

Required Committees

- **Marshals** – Limited to essential needs only and will be required to assist Golf Channel with spotting. Marshals located on tees will be asked to open and close lids of coolers for Players and Caddies. Ball spotting Marshals will be assigned as needed.
- **On Course Services** – Responsible for the restocking and sanitizing of all hydration stations. Face coverings are required while conducting tasks.
- **Scoring Control** – Volunteer work stations properly spaced and all LPGA Tour issued equipment (i.e. computers, radios, etc.) sanitized before and after each shift.
- **Scoring Tents** – Volunteers required to wear face coverings and sanitize hands before and after handling scorecards. Tent sanitized after each group leaves the tent.
- **Shuttle Cart Drivers** – Limited to essential needs, communicated by Rules Official in advance. If required, driver and all passengers required to wear a face covering. Carts/shuttles will be sanitized on a regular schedule throughout the day and equipped with face coverings and hand sanitizing products.
- **Social Distancing Task Force** – If Spectators permitted, Tournament required to implement volunteer committee tasked with monitoring and enforcing social distancing measures in high foot traffic areas.
- **Starters** – Volunteer required to wear facial covering except while announcing.
- **Transportation** – Eliminated unless essential. If essential, drivers and all passengers required to wear a face covering. Vehicles sanitized on a regular schedule and equipped with face coverings and sanitizing products.
- **Walking Scorers** – All LPGA Tour issued equipment (i.e. radio, handheld, etc.) sanitized before and after each shift. Volunteer to assist with course evacuation.

LPGA70

Volunteers

Optional Committees

- **Carts** – Recommend each staff member or third party vendor assigned a cart to be responsible for charging, sanitizing, etc. Local cart barn staff asked to assist with managing tournament fleet. If necessary, a small amount of volunteers are permitted to manage tournament fleet.
- **Driving Range** – Recommend pro shop staff to manage driving range and bagging/distribution of range balls.
- **Evacuation Services** – Walking Scorers to serve as evacuation cart/vehicle drivers.
- **Hospitality Services** – If Sponsor Guests permitted, a limited number of volunteers are permitted to assist with hospitality needs.
- **Standard Bearers** – If Spectators permitted, Standard Bearers will be permitted as long as there are enough volunteers to fulfill all required committees.

Eliminated Committees

- **Manual Leaderboards** – Use of manual leaderboards is eliminated. Electronic leaderboards placed at normal locations throughout golf course and Players permitted to check leaderboard using their personal phone.
- **Locker Room** – Limited to essential needs only. Volunteer assistance no longer needed.
- **Media Center** – Volunteer assistance not required.
- **Player Registration** – All components conducted virtually. Volunteers not required.
- **Tournament Office** – Volunteers not permitted within Tournament Office.
- **TV Spotters** – Fulfilled by Marshals.



Operations

Operations

COVID-19 Testing

- Required for all LPGA Staff and select local Tournament Staff at the beginning of tournament week.
- Testing will be conducted at the same facility used by Player and Caddies.
- Testing of select volunteers may also be required.
- LPGA will identify persons in the Testing Pool by name in advance of tournament week.

Positive Test Procedure

- Individuals with a Positive Test result will be directed to an isolation area where CDC guidelines will be followed to ensure proper medical care/guidance is provided and local health authorities and the LPGA Medical Director will be notified.

Negative Test Procedure

- Individuals with a Negative Test will receive a “TBD identifier” to show healthy status.

Operations

Temperature Screening

- Temperature screening is conducted at the beginning of each day for the following constituents prior to performing any tasks:
 - LPGA Staff
 - Local Tournament Staff
 - Club Manufacturer Representatives
 - Pro Shop & Cart Barn Staff
 - Golf Club Food & Beverage Staff
 - Golf Club Maintenance Staff
 - Third Party Vendors
 - Media & Broadcast Crew

Temperature Above Safe Threshold Procedure

- Individuals with elevated temperature will be required to leave property and seek medical consultation.
- LPGA Staff and local Tournament Staff will proceed to testing center to receive a COVID-19 test.

Temperature Below Safe Threshold Procedure

- Individuals with acceptable temperature will receive a “TBD identifier” to show healthy status.

Operations

Trailers

- Trailers are required for LPGA Rules, LPGA Staff, R2 at all events.
- Access will be limited to designated individuals with event or competition-related purposes only.
- Maximum occupancy according to CDC and local guidelines established for each trailer.
- Face coverings are required while inside trailers.
- Hand sanitizing products readily available.
- Plastic partitioning between work stations recommended.
- Each trailer will be sanitized on a regular schedule.

Tents

- Only open air tents will be permitted on site. Enclosed tents eliminated.
- Tents required for starting, scoring and hospitality.

Golf Channel

- On-course production elements will remain similar but compound footprint may increase.
- TV compound production trailers will modify operations according to Golf Channel company protocols.
- Onsite workforce will be reduced to 70 individuals, with some production elements occurring remotely.
- TV towers continue with normal placement.

LPGA70

Operations

Pro Shop & Cart Barn Staff

- Responsible for managing driving range and bagging range balls for distribution.
- Required to sanitize carts according to CDC and local guidelines.
- Face Coverings required while performing tasks.
- Supplied with portable infrared thermometer for daily temperature testing of staff.

Food & Beverage Staff

- Responsible for following CDC and local guidelines relating to food service.
- Supplied with portable infrared thermometer for daily temperature testing of staff.

Maintenance Staff

- Responsible for following CDC and local guidelines relating to sanitizing flagsticks, cups, bunker rakes, etc.
- Required to adhere to course adjustments for Pro-Am competitions (i.e. pool noodle in cups, collecting all rakes, etc.)
- Supplied with portable infrared thermometer for daily temperature testing of staff.

Operations

Electronic Leaderboards

- Leaderboards will be placed per LPGA Advance Rules Official guidance.
- Display messaging regarding CDC and local guidelines pertaining to events with spectators.

Signage

- Additional signage required to display messaging regarding CDC and local guidelines pertaining to events with spectators.
- Additional signage directing spectators to download the LPGA Fan Experience App to access virtual pairings guide and other pertinent tournament information including, health & safety protocols, course map, sponsor messaging, etc.
- Relocate sponsor signage to high visibility areas.

Rope & Stake

- Some rope and stake required for TV cabling. Additional rope and stake dependent upon Spectator policy.
- Player walkway paths widened for additional spacing.
- Rope area around tees and greens extended further from play for additional spacing.

Operations

On Course Services

- Volunteers complete continuous circuit throughout golf course, practice facilities and clubhouse area restocking water, ice and hand sanitizing products.
- Required to wear face covering.

Cleaning Services

- Tournament required to secure local cleaning service to provide thorough cleaning of all indoor areas and temporary enclosed structures at the conclusion of each day.
- Vendor required to follow CDC and local guidelines pertaining to sanitization of public areas.

Restrooms

- Additional hand sanitizing stations made available at all on course restrooms, for both Players/Caddies and spectators.
- Restrooms sanitized on a regular schedule.

Ecology

- Tournament responsible for managing ecology plan in accordance with CDC and local guidelines.

Operations

Power & HVAC

- In addition to normal operations, Tournament may be asked to assist with power needs of testing vendor.

Internet

- In addition to normal operations, Tournament may be asked to assist with internet needs of testing vendor.
- Tournament will be asked to assist LPGA staff with determining proper locations for NEC temperature scanners which require internet.

Audio / Visual

- Required for media center needs only.
- All other meetings requiring audio or visual recommended to be held on an online platform (i.e. Zoom, Microsoft Teams, etc.)

Radios

- All radios are required to be assigned to a particular individual for the entire week.
- Each radio required to be sanitized at the conclusion of each day.

Operations

Medical Services

- Additional medical/EMS staffing may be required/TBD.

Evacuation Plan

- Tournament to establish an evacuation plan according to CDC and local guidelines to accommodate Players, Caddies, Volunteers and Spectators.
- Tournament to submit the plan to the advance Rules Official for approval prior to tournament week.
- Recommend staging of carts for Players to drive in or use shuttle carts or vans with pre-stocked hand sanitizing products and face coverings for all passengers and driver to wear.

Safe Shelter Areas

- Tournament to establish shelter areas according to CDC and local guidelines.
- Tournament to submit the shelter areas to the advance Rules Official for approval prior to tournament week.

Resumption of Play

- Policy dependent upon size of practice facility and number of Players remaining on golf course at time of delay.
- Tournament should be prepared to shuttle Player and Caddies back onto golf course.
- Delay carrying over into next day will require additional planning to allow all Players adequate time and practice facility spacing for a proper warm up.

Media

Media

Media Center

- LPGA Media, in partnership with local tournament PR, to establish number of media allowed on site.
- Virtual media center will be made available to further reduce media on site.
- Media will be subject to daily medical screening questionnaire and temperature screening.
- Face coverings required inside media center.
- Hand sanitizing products made available.
- Media center sanitized on a regular schedule.
- Plastic partitioning between work spaces required; every seat assigned, with no “open” spaces.
- Workspaces for print/written media and limited photographers only.
- No interview room or dining room; media provided with grab-and-go food options.

Interviews and Course Access

- No seated press conferences (including winner’s interview).
- All interviews including post-round scrum interviews conducted outside or in open-air tents.
- Limited one-on-one interviews done outside or in open-air tents, following social-distancing protocols.
- Potential virtual interviews with off-site media via video technology like Zoom; players to be brought to secure room in the clubhouse.
- No inside-the-ropes or practice-area access, other than limited photographers, camera operators and broadcast-partner announcers.
- No live radio shows on site.

LPGA70

LPGA & Tournament Operator Responsibilities



CELEBRATING
70 YEARS

LPGA TOUR PROVIDES

All COVID-19 Screening Tests for Players/Caddies/LPGA Staff and other staff personnel/volunteers deemed essential. This group represents the “Testing Pool”

Required staffing to conduct COVID-19 testing (Drug Free Sports)

Face coverings for Players/Caddies/LPGA Staff and other staff personnel/volunteers deemed essential (The Testing Pool)

Individual Hand Sanitizer for everyone in “The Testing Pool”

Cleaning/Sanitizing both Fitness Trailer and Equipment Trailer

Player/Caddie/Staff credentials

- Negative COVID-19 test result (lanyard or wristband)
- Daily temperature screening (wristband)

Daily temperature screening for Players/Caddies/LPGA Staff and other staff personnel/volunteers deemed essential (the Testing Pool)

LPGA will have a designated representative each week to answer player/caddie questions – specifically, if not allowed admission due to COVID-19 issues

LPGA TOUR PROVIDES

LPGA to provide **Consent Form** to be signed by any Volunteer, Staff, etc. that is in the Testing Pool

Contact tracing – details TBD

Medical Screening Questionnaire – only for those that are in the Testing Pool

LPGA to provide **Assumption of Risk** language to be included in Pro-Am registration process

LPGA to provide **Assumption of Risk** language to be included on Ticket Back

R2T responsible for cleaning handheld scoring units daily

R2IT will conduct virtual “Walking Scorer” trainings

Grab and Go breakfast and lunch menus.

Create electronic leaderboard messages related to COVID-19 (Social Distancing, Face Masks, Hygiene) and provide to R2IT to put into regular rotation on leaderboards

TOURNAMENT RESPONSIBILITIES

COVID-19 testing site. Possibilities include: host hotel ballroom, tent in parking lot of host venue or nearby. Power and internet will be required. Portable A/C unit if temperatures above xx

Isolation Area: a location within the clubhouse, easily accessible for player/caddie/staff (Testing Pool) to provide a secondary test. This space would be utilized for any Testing Pool person that needs to be re-tested or needs to be tested based on their symptoms. If the test comes back positive, they will need to isolate at their current residence (hotel room, etc.). The PGA Medical Director will provide guidance as to the necessary next steps. The secondary testing location needs a table and a couple of chairs

Responsible for submitting health and safety plans to local health authorities and gaining necessary approvals from the local and state authorities for the event.

Provide complete list of volunteers during Advance Week

Provide PGA with point of contact with local health authorities to contact in the event of a positive test.

Face Coverings for Tournament Staff, Volunteers, Media and all others NOT in “The Testing Pool”

Thermal scanning/health screening for all fans

include isolation area for any fan with elevated temperature to consult with medical personnel prior to rescreening

Daily temperature screening for club staff, dining staff, grounds crew, etc.

Plexiglass partitions at Player Dining, concessions and scoring tents to separate staff/volunteers from players/patrons

TOURNAMENT RESPONSIBILITIES

Bags of Tees/Pencils for Players. Either distributed at 1st and 10th tees or at the Testing Site

Unless the tournament plans to launder caddie bibs during the week, tournaments are allowed to distribute caddie bibs at the beginning of the week and collect on the last day a caddie uses the bib

Tournament Staff responsible for cleaning/disinfecting (“fogging”/wiping surfaces) all public and private locations such as clubhouse entry, locker room, player dining, media center, volunteer HQ, on-course structures, concessions, etc.) on a regular basis that meets local health guidelines, but no less than three times per day. Restrooms cleaned hourly

Hand sanitizer dispensing units to be located in: clubhouse entrance, locker room, player dining, volunteer HQ, media center, concessions, restrooms, 1st and 10th tee, scoring tents, scoring control

Tournament Staff responsible for cleaning/disinfecting radios/walkie talkies

Provide 10x10 tent placed adjacent to Club Repair Van

Tournament Staff or Volunteer responsible for daily temperature screening of all volunteers (not in testing pool)

Pro-Am participants must receive **Assumption of Risk** notice prior to or as part of Pro-Am registration. Health screening, temperature testing and credentialing as appropriate

Provide all Volunteers with **LPGA Notice** advising of the risks and that they assume the risk by participating

Medical Screening Questionnaire – up to the tournament to decide if they want to use this for people outside of the Testing Pool

TOURNAMENT RESPONSIBILITIES

Confirm if the local host hotel/s will allow a person from the Testing Pool, who tests positive for COVID -19, to isolate in their hotel room and, if full service hotel, provide room service and laundry service during required isolation period as required by local health guidelines

If host hotel/s will not allow a person to self isolate, please confirm availability of VRBO, AIRBNB or Condo rental that would accommodate

Establish relationship with local testing provider that could provide secondary testing in the event someone becomes symptomatic or is recommended to be tested after the formal testing site has closed. Ideally, this testing site can provide as close to real time results as possible (within 2-4 hours)

Confirm that host hotel/s have established COVID-19 related cleaning/disinfecting protocols