

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 5/13/2020
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Discussion and recommendation to Jefferson County Public Health about possible variance and reopening plan

ISSUES

1. What recommendation, if any, should the Commission make to the Jefferson County Public Health Board regarding their decision on the variance and reopening plan for Jefferson County?

BACKGROUND

This item is on your agenda for two purposes: (1) To allow you the opportunity to hear from Port tenants and constituents regarding reopening plans for Jefferson County as they relate to the Port's operations, tenants and businesses, and (2) For you to make a recommendation on the question that will be presented to the Jefferson County Public Health Board regarding the possibility of a variance allowing Jefferson County to move into Phase 2 earlier than other counties in the state.

DISCUSSION

Attached are three documents for your information, all three of which were presented to the joint meeting of the Jefferson County Public Health Board, County Commission and Port Townsend City Council on May 7, 2020.

The Port has managed its response to COVID-19 and Governor Inslee's orders through emergency orders with specific intent to follow the Governor's orders, keep Port staff, tenants and community safe and keep essential operations functioning. As we move toward a broader reopening of the state's economy and Port operations, direction for the Port Commission is appreciated, both for our internal plans and for the broader decisions regarding reopening Jefferson County.

Finally, a special meeting has been scheduled to include the Jefferson County Public Health Board, County Commission, Port Townsend City Council, PUD Board of Commissioners and the Port Commission for Tuesday, May 19th at 5:00 P.M. Agenda and call-in details will be forthcoming. I am imagining that your discussion at the May 13 Port Commission Regular Business meeting will inform the Port's participation in that upcoming special joint meeting.

RECOMMENDATIONS

1. Discuss and develop a recommendation to the Jefferson County Public Health Board regarding their decision on the variance and reopening plan for Jefferson County.
2. Provide any direction to staff regarding the reopening of the Port's operations.



Safe Start Washington

A Phased Approach to Recovery

ISSUED BY THE OFFICE OF THE GOVERNOR | MAY 4, 2020



Safe Start Washington

Governor Jay Inslee

Governor Jay Inslee, in collaboration with the Washington State Department of Health, has established a data-driven approach to reopen Washington and modify physical distancing measures while minimizing the health impacts of COVID-19.

This approach reduces the risk of COVID-19 to Washington's most vulnerable populations and preserves capacity in our health care system, while safely opening up businesses and resuming gatherings, travel, shopping, and recreation. The plan involves assessing COVID-19 activity in the state along with health care system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations.



COVID-19 DISEASE ACTIVITY

Before reopening Washington and modifying physical distancing measures, COVID-19 disease burden must be low and decreasing as measured by:

- Number and trend of [COVID-19 cases, hospitalizations and deaths in Washington State](#)
- Modeling data, including [Institute for Disease Modeling](#) on Puget Sound area rates of COVID-19 spread, University of Washington [Institute for Health Metrics and Evaluation](#) modeling, and [Youyang Gu](#) modeling
- Mobility trends in Washington State, including [WSDOT traffic data](#) and [Google Mobility Data](#)

READINESS AND CAPABILITIES NEEDED

The Department of Health and local public health officials will monitor data to assess our state's readiness for safely reopening and modifying physical distancing measures. In addition to a low and decreasing disease burden, readiness must be achieved in four key areas to proceed from where we are now in the "Stay Home, Stay Healthy" order (Phase I) to Phase II, III and IV of the plan. The four key areas include healthcare system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations. The overall goals for each area, along with the pertinent data that will be considered, are detailed below.





1. Health Care System Readiness

Adequate bed capacity, staffing and supplies in the health care system to handle a surge in COVID-19 cases, measured by:

- Number and percentage of licensed beds and ICU beds available in hospitals
- Number of available ventilators
- Days of personal protective equipment (PPE) supply available at hospitals, long-term care facilities, and other health care settings
- Ability of the state to fill high priority PPE requests from local emergency management agencies
- Ability of hospitals and other health care facilities to surge and coordinate movement of patients



2. Testing Capacity and Availability

Ability for everyone with COVID-19 symptoms and those with high-risk exposures to be tested immediately using a polymerase chain reaction (PCR) test and rapidly receive test results as measured by:

- Geographic distribution of testing sites and ability to serve the entire population
- Number and capacity of laboratories in Washington performing COVID-19 testing
- Availability of sufficient swabs, viral transport media, lab reagents, and other materials required for COVID-19 testing
- Number of tests performed per day



3. Case and Contact Investigations

Ability to rapidly isolate those with COVID-19, identify and quarantine their contacts, and provide case management services as measured by:

- Number of investigators trained and working
- Plans for case management
- Availability of isolation and quarantine facilities in local jurisdictions
- Percent of cases investigated within 24 hours of receipt of positive test report
- Percent of contact investigations initiated within 48 hours of receipt of positive test report





4. Ability to Protect High-Risk Populations

Ability to immediately respond to outbreaks in congregate settings, such as long-term care facilities, behavioral health facilities, agricultural worker housing, homeless shelters and correctional facilities, and address the needs of other high-risk populations, including the elderly and the medically frail, measured by:

- Number of outbreaks in long-term care facilities
- Demographic data, including race/ethnicity data, on COVID-19 cases, hospitalizations and deaths
- Ability of local or state strike teams with adequate PPE to respond to an outbreak within 24 hours

ALL INDIVIDUALS AND BUSINESSES

Until there is an effective vaccine, effective treatment or herd immunity, it is crucial to maintain some level of community interventions to suppress the spread of COVID-19 throughout all phases of recovery. This includes heightened protections for the health and safety of workers in essential sectors, people living and working in high-risk facilities (e.g., senior care facilities) and all other workers.

All Washingtonians have a responsibility to protect themselves and others. Each phase, while allowing for additional services to open and return to full capacity, is grounded in the following required basic practices:

Guidance for Individuals

All phases – Individuals should continue to:

- Engage in physical distancing, staying at least six feet away from other people
- Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance)
- Stay home if sick
- Avoid others who are sick
- Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available)
- Cover coughs and sneezes
- Avoid touching eyes, nose and mouth with unwashed hands
- Disinfect surfaces and objects regularly



Requirements for All Employers

All phases – Employers are required to:

- Maintain the six-foot physical distancing requirements for employees and patrons. Adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task.
- Provide services while limiting close interactions with patrons.
- Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.
- Ensure frequent cleaning and disinfection of the business, particularly of high-touch surfaces.
- Identify personal protective equipment (PPE) and cloth facial coverings in accordance with L&I requirements on facial coverings and industry specific COVID-19 standards. Provide the necessary PPE and supplies to employees.
- Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and potentially restricting employees who were directly exposed to the COVID-19 positive employee. Follow CDC cleaning guidelines to deep clean after reports of an employee with suspected or confirmed COVID-19 illness. This may involve the closure of the business until the location can be properly disinfected.
- Educate employees about COVID-19 in a language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent its spread.
- On a case-by-case basis, as directed by federal, state and local public health and workplace safety officials, implement other practices appropriate for specific types of businesses, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.
- Follow requirements in [Governor Inslee's Proclamation 20-46 High-Risk Employees – Workers' Rights](#).
- Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Coronavirus Prevention Under Stay Home, Stay Healthy Order](#) and the Washington State Department of Health [Workplace and Employer Resources & Recommendations](#).
- Challenge Seattle and the Washington Roundtable have developed a [business checklist](#) which is a great starting point for businesses as they prepare for a Safe Start. Our shared goal is to establish clear requirements that everyone can understand and apply — employers, workers and customers.

Businesses are also expected to implement any additional requirements developed specifically for their industry, such as those that have been established for construction.



PHASED APPROACH TO REOPENING WASHINGTON AND MODIFYING PHYSICAL DISTANCING MEASURES

Phase I of reopening Washington begins on May 5, 2020. When COVID-19 disease burden is low and decreasing and the four above capabilities are met, the Governor will issue an order for the state to move into future phases. The state will stay in every phase for a **minimum of three weeks**. During that time, the Department of Health and the Governor will re-evaluate the above indicators and determine if the state should remain in the current phase, advance to the next phase or return to the previous phase. No phase will last less than three weeks before moving to the next phase, in order to allow one complete disease incubation period plus an additional week to compile complete data and confirm trends.

The following table shows the phased approach for reopening businesses and resuming activities not authorized under Proclamation 20-25. **This phased approach may be adjusted as the pandemic evolves.** The industries listed are not an exclusive or exhaustive list of industries. Businesses listed in each phase of the plan will have industry-specific guidance and safety criteria developed to ensure workplace safety and public health are maintained. Those business activities are not authorized to open until the industry-specific guidance and safety criteria are issued.

A number of different factors were considered when deciding which activities could be resumed and which businesses could be reopened in various phases. These factors included:

- Risk of disease spread during the individual or business activity
- Number of people who could potentially be infected during the individual or business activity
- Economic benefits to opening the business
- Individual benefits to opening the business

Additional plans for a phased approach to restarting health care and educational activities are under development.

Families are adjusting to a new way of life, and we understand the impacts this is having on them. The connection between education, childcare, youth sports, summer programs and extracurricular activities is critical and must be viewed from a holistic lens to ensure equity and high quality of life. As we prepare for what the reopening of school looks like, we will be working closely with the Department of Health, Office of the Superintendent for Public Instruction, Department of Children, Youth and Families, and parents to release plans in the future.

While childcare is currently an essential business activity and a key component to the reopening plan, we know there is more to do. The state will continue efforts to ensure adequate access and affordability for families.



WASHINGTON'S PHASED APPROACH

Modifying Physical Distancing Measures as we Reopen the State

INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES



Phase 1



Phase 2



Phase 3



Phase 4

High-Risk Populations*

Continue to Stay Home, Stay Healthy

Continue to Stay Home, Stay Healthy

Continue to Stay Home, Stay Healthy

Resume public interactions, with physical distancing

Recreation

Some outdoor recreation (hunting, fishing, golf, boating, hiking)

Outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)

- Outdoor group recreational sports activities (5-50 people)
- Recreational facilities at <50% capacity (gyms, public pools, etc.)
- Professional sports without audience participation (horseracing, baseball, etc.)

Resume all recreational activity

Gatherings (social, spiritual)

- None
- Drive-in spiritual service with one household per vehicle

Gather with no more than 5 people outside your household per week

Allow gatherings with no more than 50 people

Allow gatherings with >50 people

Travel

Essential travel and limited non-essential travel for Phase I permissible activities

Essential travel and limited non-essential travel for Phase I & II permissible activities

Resume non-essential travel

Continue non-essential travel

Business/Employers

- Essential businesses open
- Existing construction that meets agreed upon criteria
- Landscaping
- Auto/RV/Boat/ORV sales
- Retail (curb-side pick-up orders only)
- Car washes
- Pet walkers

- Remaining manufacturing
- Additional construction phases
- In-home/domestic services (nannies, housecleaning, etc.)
- Retail (in-store purchases allowed with restrictions)
- Real estate
- Professional services/office-based businesses (telework remains strongly encouraged)
- Hair and nail salons/barbers
- Pet grooming
- Restaurants <50% capacity table size no larger than 5

- Restaurants/taverns <75% capacity/ table size no larger than 10
- Bar areas in restaurant/taverns at <25% capacity
- Movie theaters at <50% capacity
- Customer-facing government services (telework remains strongly encouraged)
- Libraries
- Museums
- All other business activities not yet listed except for nightclubs and events with greater than 50 people

- Nightclubs
- Concert venues
- Large sporting events
- Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

COUNTY VARIANCE REQUESTS

The Department of Health recognizes that there are currently some small counties with a population of less than 75,000 that have not identified a resident with COVID-19 for the past three weeks. These counties have the opportunity to apply for a variance to move to Phase II of this plan before the rest of the state. To apply for a variance, the local jurisdiction must follow the below process and submit the following materials to the Department of Health. County variance applications will be approved or denied by the Secretary of Health.

1. The process must adhere to the following steps:

- a. The local public health officer must submit a signed recommendation to the local board of health with one of the following recommendations: not request a variance and stay in Phase I, request a variance to include all of the Phase II modifications above, or request a variance to include a subset of Phase II modifications.
- b. The local board of health, if they choose to move forward with a variance request, must vote on such a request.
- c. The local hospital(s) must submit a letter certifying that they have adequate bed capacity to serve their community and adequate PPE supplies to keep their workers safe.
- d. The county commission/council must request to move to Phase II (or a subset of Phase II) of the plan.

2. The county commissioner must submit a letter requesting a variance, the letter from the local hospital certifying they have adequate bed capacity to serve their community and adequate PPE supplies to keep their workers safe, and a document that includes the following information to the Department of Health:

- a. Plans to make COVID-19 testing available and accessible to everyone in the county with symptoms consistent with COVID-19.
- b. The number of tests performed by week over the past three weeks.
- c. The number of people trained and ready to perform case investigations and contact tracing.
- d. Plans to house people in isolation or quarantine who do not have a home or wish to isolate or quarantine themselves outside of their home.
- e. Plans to provide case management services to cases and contacts in isolation and quarantine.
- f. Plans to rapidly respond to outbreaks in congregate settings.



3. Included with this application are documents demonstrating approvals and endorsements for all of the following:

- a. The local public health officers' recommendation to the Board of Health.
- b. Documentation of the vote of the Board of Health, including the motion and the vote totals.
- c. Letters from all hospitals used by the county certifying their bed capacity for COVID-19 patients and PPE supplies.
- d. Documentation of the vote of the county commission, including the vote totals.

In the next two weeks, the Department of Health and Governor Inslee will consider additional criteria which could include cases per capita for allowing other counties to apply for a variance. Local jurisdictions will be allowed to partially implement a phase.



Safe Start Washington: A Phased Approach to Recovery

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CONCEPT FOR JEFFERSON COUNTY RESPONSE TO PHASE 2 OF THE GOVERNOR'S PLAN

1. **Friday afternoon May 1**, Governor Inslee extended the Stay Home – Stay Safe Order through May 31, described four phases to reopening, implemented Phase 1 statewide starting May 5th, and identified ten small counties with no new cases for the past three weeks which are eligible to petition the State for a variance to begin to implement Phase 2 openings potentially affecting 12 sectors: recreation, gatherings, local travel, and up to 9 areas of our economy. Jefferson County is one of the ten counties potentially eligible to request and receive a variance for some or all of those sectors, with proper safety measures.
2. We thank the Governor for his leadership and consideration of Jefferson County. This opportunity recognizes the great work Jefferson County residents and businesses have done to fight the Coronavirus, and a variance opens the door for badly needed relief for more businesses and idled workers who are hurting.

As one of only ten counties, and located the closest to 4 million people in the Seattle metropolitan area, we must take precautions not to invite new transmission of the Coronavirus here. This is an opportunity to be a model to the rest of Washington State of how to re-open the right way.

3. The gains we've made are hard won, and we don't want to squander those by getting ahead of ourselves and allowing the virus to start spreading again. Here are our steps for planning for making a petition to the State to reopen:
4. The Board of County Commissioners, City Council and Board of Health are hosting a **joint meeting 5:00 pm Thursday, May 7** with Public Health Officer Dr. Tom Locke and Jefferson Healthcare CEO Mike Glenn, to chart a path forward for how our community will make decisions about the different parts of Phase 2, and the next steps. Some of the steps that are likely to be included are:
 - A. Collectively review & update local health data, using the Governor's five metrics. Metrics as of May 6, 2020 are as follows:
 - **Disease activity – Low-to-Medium risk**, with no new cases in the county for four weeks, but there are still concerns about asymptomatic carriers and visitors from I-5 corridor triggering new outbreaks. We are just 56 miles from 4 million people at the epicenter of COVID-19 in Washington State.
 - **Healthcare system readiness – Low-to-Medium risk**, with JHC's expanded bed and staffing capacity plan, adequate current level of PPE but restricted access to additional PPE and like above, limited overall capacity given our community's size.

- **Testing capacity and availability - Low risk.** Local testing is now in place, with additional capacity in Seattle. Swabs and reagents for taking samples are available in sufficient quantity.
- **Case and contact investigations – Low risk,** with 7 trained, experienced case/contact investigators at the ready and 2 more in training, all of whom are full-time employees. Several retired public health professionals have volunteered their services as investigators. DOH is developing a statewide system of investigators to provide back-up and has developed a “strike team” approach to long-term care facility outbreaks. We have limited isolation and quarantine capacity locally, but there is currently excess capacity in Kitsap and Clallam Counties.
- **Risk to vulnerable populations - High risk,** with Jefferson County being the oldest county in the state. We are cognizant of our vulnerable population here in Jefferson County and our limited healthcare resources as a rural community.

B. Do follow-up planning about the 12 sectors potentially eligible for Phase 2:

Recreation ● Gatherings ● Travel ● Manufacturing ● New construction ● In-home/domestic services ● In-store retail ● Real estate ● Professional services/office-based businesses ● Hair/nail salons and barbers ● Housecleaning ● Restaurants.

Work with community partners to define Phase 2 best management practices for each sector as promulgated by WA State, and additional safety measures adopted locally; and collect information about each sector’s readiness to implement them. For each sector, what are the practices that need to be developed and implemented first before opening to operate safely under a new normal? Are procedures in place? Have staff been trained? Is there signage for the public? Are there adequate masks, hand washing stations for the public or hand sanitizer, sanitizing wipes and supplies for staff to provide the public a safe environment? What will be safe to reopen? What are the benefits versus the risks?

- 5. Approximately two weeks later (tentatively May 21),** hold a 2nd Public Meeting to hear from the public and each of the 12 different sectors: review updated data on the five metrics, and the status of preparations in the 12 different sectors for potential inclusion in Phase 2.
- 6.** This will be important information for the Public Health Officer, Board of Health, and County Commissioners to make their decisions about when and what a Phase 2 variance application might include. Once they determine we have met the five conditions and our community is ready, they will consider what sectors we can safely include in a Phase 2 variance commensurate with our capacity and without risking becoming overly exposed by visitors from the I-5 corridor, and consider a petition for a variance to the Governor at that time.

7. Steps to submit a Phase 2 variance application to the Washington Department of Health:
 - a. A signed recommendation from the local public health officer to the local board of health requesting a variance to include all or a subset of the phase II modifications.
 - b. A positive vote by the board of health on such a request.
 - c. A letter from Jefferson Healthcare certifying that they have adequate bed capacity to serve the community and adequate PPE supplies to keep their workers safe.
 - d. A vote by the county commission to move to all or a subset of the phase II modifications of the Plan to Reopen Washington.
 - e. The public health director will sign and submit an application to the WA Department of Health, including the following submittals:
 - (i) Plans to make COVID-19 testing available and accessible to everyone in the county with symptoms consistent with COVID-19
 - (ii) The number of tests performed by week over the past three weeks
 - (iii) The number of people trained and ready to perform case investigations and contact tracing
 - (iv) Plans to house people in isolation or quarantine who do not have a home or wish to isolate or quarantine themselves outside of their home
 - (v) Plans to provide case management services to cases and contacts in isolation and quarantine.
 - (vi) Plans to rapidly respond to outbreaks in congregate settings.
8. Once a variance is approved, work with local businesses and organizations to implement the plan.
9. Monitor, and adapt, looking for the opportunity to submit additional variance applications to add additional business categories that may not have been included in the first variance.

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