



**Emergency Order 2020-01  
COVID-19 Pandemic Response**

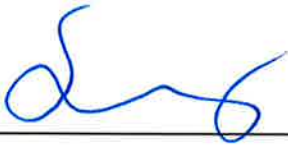
March 18, 2020

Consistent with the Declaration of Emergency dated March 18, 2020 and guidance from civil authorities, and in an effort to keep Port staff safe and maintain essential operations to support the community, I am ordering the following changes to current policy and practice:

1. All Port offices are closed to walk-in access by the general public, until further notice (i.e., Administration Building, Boat Haven Moorage/Yard Office, Point Hudson Marina & RV Park Office, Quilcene Marina Office). The Boat Haven Moorage/Yard Office will provide access to public via a walk-up window for cash and check transactions as well as applications for haul-out, moorage tenancy, etc. as needed. Other business will be conducted via telephone, email and U.S. Mail. Point Hudson facilities will be served by self-registration via the kiosk, and over the phone and email. Quilcene payments may be made at the "iron ranger" or for credit cards, via phone.
2. Normal operations to continue as long as possible, with staff observing CDC and Jefferson County Health Department recommendations to maintain a minimum of six (6) feet of social distancing. Customers will also be required to maintain that distance when interacting with staff in the yard and other locations.
3. Public meetings in Port facilities available for rent are cancelled through April 30, 2020 (i.e., Point Hudson Marina Room and Commission Building).
4. Late fees are suspended through April 30, 2020.
5. Late notice cancellation charges for reservations made before March 18, 2020 are waived.
6. Staff shall not report for work if:
  - a. They have symptoms of COVID-19 (dry cough, fever over 100.4 degrees Fahrenheit, or generally feel unwell); or

- b. Have been tested and are awaiting results or have tested positive; or
  - c. Have had contact with any individual confirmed to have tested positive for COVID-19.
7. If a member of staff feels generally unwell or exhibits any of the symptoms outlined in paragraph 6(a), above, they shall immediately notify their supervisor, leave the workplace, and stay at home until well. If any symptoms of respiratory distress are experienced, immediately call the Nurse Consult Line at Jefferson Healthcare (360.344.3094) for a potential evaluation and/or test.
8. Both discretionary base rate CPI rent increases scheduled for May 1 are delayed until June 1, 2020.

Signed March 18, 2020:



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Eron Berg  
Executive Director