



**Emergency Order 2020-02
COVID-19 Pandemic Response**

March 19, 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. If, as a result of a COVID-19 related reason, staff members exhaust existing paid sick leave and accrued vacation, then an additional bank of 80 hours of paid sick leave will be available. This COVID-19 leave will be available through June 30, 2020, and may be extended by future order, may not be carried over and may not be cashed out under any scenario.
2. Use of the COVID-19 leave must be documented in a format approved by HR and is available for any of these reasons:
 - a. The employee has symptoms of COVID-19 (dry cough, fever over 100.4 degrees Fahrenheit, or general feeling of being unwell); or
 - b. Has been tested for COVID-19 and are awaiting results or have tested positive; or
 - c. Has had contact any individual confirmed to have tested positive for COVID-19; or
 - d. Is sick with COVID-19, under treatment or quarantined; or
 - e. Is caring for an immediate family member or member of the same household who has any of the reasons in a, b, c, or d above.

This order is executed in an effort to support Port staff, using limited Port resources. Particularly at this time as we enter into a period of economic uncertainty, staff are asked to prioritize safety first and use this additional paid leave benefit judiciously.

Signed March 19, 2020:

A handwritten signature in blue ink, appearing to read "Eron Berg", is written over a horizontal line.

Eron Berg
Executive Director