



**Emergency Order 2020-04
COVID-19 Pandemic Response**

March 25, 2020

On March 23, 2020 Governor Inslee ordered a “Stay at Home, Stay Healthy” order (Proclamation 20-25) immediately requiring all state residents to stay at home unless they need to pursue essential activities, banning all gatherings for social, spiritual and recreational purposes, and requiring closure (within 48 hours of issuance of the order) of all non-essential businesses for a period of at least two (2) weeks.

Proclamation 20-25 directs all state residents to heed public health directives and to stay home, except as needed to maintain continuity of operations of thirteen (13) Essential Critical Infrastructure Sectors and additional sectors as the State Public Health Officer may designate as critical. The Governor has designated “Essential Critical Infrastructure Workers” within each of the thirteen (13) sectors to help state and local partners protect communities while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

After review and deliberation with senior staff, I have concluded that the Port of Port Townsend provides essential workforce elements under Proclamation 20-25, including:

- Maritime transportation workers (port workers, equipment operators, marina workers);
- Workers that repair and maintain vehicles, aircraft, rail equipment, marine vessels, and equipment and infrastructure that enables operations that encompass movement of cargo and passengers; and
- Owners/operators of government facilities (community-based government operations and essential functions).

Accordingly, this Order 2020-04 is consistent with, and seeks to implement, Proclamation 2020-04, and to protect the health and safety of Port staff and the public while maintaining continuity of essential operations and slowing the spread of COVID-19 in our community. The following changes to current Port policy and practice are ordered:

1. Yard staff are prohibited from using the break room adjacent to the Boat Haven Yard & Moorage Office and shall hereafter use the Commission Building located at 333 Benedict Street for breaks, while continuing to observe the social distancing and sanitation measures previously established by way of Emergency Order 2020-01.¹
2. In order to ensure appropriate social distancing, the Port's Operations Manager shall hereafter use the Commission Office, also located in the in the Commission Building at 333 Benedict Street.
3. As supplemental direction to all Port staff with respect to mandatory social distancing and sanitation measures: if a task or activity cannot be undertaken with a co-worker while maintaining a minimum distance of six (6) feet at all times, it shall not be undertaken.
4. The following employees are authorized, at their discretion, to work from home using Port laptop computers/virtual private network (VPN): Executive Director; Deputy Director; Director of Finance; Lease & Contracts Administrator.
5. Staffing and work schedules will generally be modified as follows, with specific details to be confirmed by Port Management:
 - a. Crews will alternate work schedules with one week on and one week off from March 24, 2020 through April 7, 2020;
 - b. Employees who are on their off week (either March 25-31 or April 1-7) will be on paid administrative leave;
 - c. Employees who are on their work week will be paid in accordance with normal procedures and the Collective Bargaining Agreement (CBA);
 - d. Employees who work straight through the succeeding two-week period will be provided a compensatory time bank in the amount of ½ of the second week of worked hours. This "COVID-19 Comp Bank" will have no cash-out value and may be used in accordance with normal policies before June 30, 2021, at which time any remaining unused hours will expire.
 - e. Employees who are on paid administrative leave status shall remain available and are subject to recall at any time.
6. Emergency Order 2020-01 (Item #1) is modified as follows: the Boat Haven Yard/Moorage office will no longer provide access for physical receipt of payments via the walk-up window located at the rear of the office. All payments arrangements are to be via phone (via credit card), although the walk-up window will remain open for

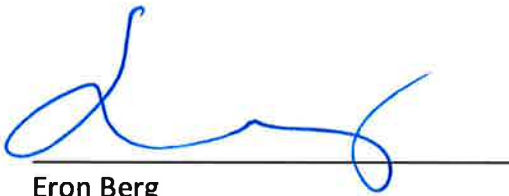
¹ Emergency Order 2020-01 seeks to implement the United States Department of Labor's Guidance on Preparing Workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf> and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

customer inquiries. Checks may continue to be delivered via US Mail or dropped in any one of the iron rangers located at Port facilities.

7. Emergency Order 2020-03 is clarified as follows: Item #1 in Order 2020-03 applies only to RV campers and not to moorage customers.
8. For the period March 25 to April 7, Boat Haven Yard & Moorage staff are directed not to make reservations for, or execute, Haul-Out and Yard Tenancy Agreements for any “do it yourself” recreational vessel owners. Haul out operations serving government and working vessels (e.g., military craft, fishing vessels, etc.) are to continue without restriction, as are vessels regardless of type (i.e., including recreational) that are being refitted by any of the marine trades based at Boat Haven.
9. Signage is to be placed at the head of all Port boat ramps which reads as follows:
“RAMP CLOSED TO ALL RECREATIONAL/NONESSENTIAL USE UNTIL FURTHER NOTICE – see Governor’s Proclamation 2025, March 23, 2020.”

This order shall take effect immediately, and remain in effect until midnight on April 6, 2020, unless sooner terminated or extended by subsequent order.

Signed March 25, 2020:



Eron Berg
Executive Director