



MARCH 16, 2020

# COVID-19 UPDATE

## Port of Everett COVID-19 Emergency Operations Period Effective March 17 – 31, 2020

### FAQs

#### **What is the Port of Everett's current operations level?**

As a precautionary measure, and for the Port of Everett to do its part to slow the spread of the virus, the Port of Everett is shifting its operations to an emergency staffing and service platform to minimize public interactions until March 31, 2020. Practically, this results in closure of the Port's Administrative and Marina Office, reduction of non-essential staffing levels in our business lines and a telecommute policy in effect. Communication with the Port and the Marina can be done via phone and e-mail. The Marina fuel dock, haulout, boat launch and security are unaffected by this operational shift. Under Emergency Operations, international Seaport and cargo operations are to be maintained unless deemed unsafe or are closed by the federal government.

#### **What Port of Everett facilities are closed? What services remain open?**

Under current Emergency Operations, the Port of Everett Administration and Marina Offices are to be closed to the public effective Tuesday, March 17, 2020 through Tuesday, March 31, 2020. Port staff will be available via phone and e-mail during this time (see below). At this time, Marina services, including security, fuel dock, haul out and storage are maintaining winter operations schedules currently in effect. Slipholders will continue to maintain access to their vessel(s) moored and/or stored here. The Port is closing five of its eight restroom facilities.

As an essential function of the Port of Everett, international Seaport and cargo operations will continue at Normal Operations, while staffing only essential personnel and labor. The Port will operate its shipping facilities unless it is deemed unsafe or they are closed by the federal government.

#### **How is the Port Responding to COVID-19 at the Seaport?**

The CDC is the main federal response agency for maritime vessels. The U.S. Coast Guard has authority on commercial vessel traffic and crew members on board the vessels. Here's the

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United States Coast Guard's (USCG) latest marine safety information update from March 9: <https://bit.ly/2vgVEy9>.

- Vessels destined for a U.S. port are required to report to the CDC any sick or deceased crew/passengers during 15 days prior to arrival at the U.S. port.
- Non-passenger commercial vessels that have been to China (excluding Hong Kong and Macau) or embarked crew members who have been in China (excluding Hong Kong and Macau) within the last 14 days, with no sick crew members, will be permitted to enter the U.S. and conduct normal operations, with restrictions. Crew members on these vessels will be required under captain of the port authority to remain aboard the vessel except to conduct specific activities directly related to vessel cargo or provisioning operations.
- Washington state ports are in communication with each other and the USCG through the USCG Area Maritime Security Committee (AMSC), which was established to be prepared for events such as this.

### **How can I contact the Port during this time?**

If you need to contact the Port of Everett, or a specific staff member at this time, please follow the guide below. We will provide as much service as we can under the circumstances.

- Administration – Call 425.259.3164 during regular Administration Office business hours, Monday – Friday, 8 a.m. – 4 p.m., to be directed to the appropriate staff member (as available).
- Marina – Call 425.259.6001 during regular Marina Office business hours, Monday – Saturday; 9 a.m. – 4 p.m., to be directed to the appropriate staff member (as available).
- Properties – Call 425.420.8330 24/7 for any urgent matter that may arise.
- Security – Call 425.388.0672; this on-call security line is available 24/7.
- Communications/Media Inquiries – Call 425.388.0680 or e-mail [publicaffairs@portofeverett.com](mailto:publicaffairs@portofeverett.com).
- If you are looking to reach a specific staff member, you may check out the staff roster available on the Port's website at <http://www.portofeverett.com/your-port/contact-us>; staff will respond based on availability.

### **What does this mean for Port of Everett Security?**

Port of Everett security is considered essential personnel, especially during times of Emergency Operations. There are no changes in security staffing.

## Are there any adjustments to Marina facilities at this time?

- **Marina Office: Closed to the public March 17 through March 31, 2020. Limited Marina staff available via phone and e-mail during regular business hours (9 a.m. – 4 p.m.).**
- **Moorage/Storage:** Slipholders and livaboards will maintain access to their vessels moored/stored at the Port of Everett as usual.
- **Fuel Dock:** Fuel dock operations will continue as normal under winter hours (8 a.m. – 4 p.m., Tuesday – Saturday; Closed Sundays – Monday).
- **Haulout:** Port haulout operations will continue as scheduled by appointment. If you have questions on your currently scheduled haulout, or need to schedule a haulout during this time, please contact Shanna Harwood at 425.388.0678 or by e-mail at [shannah@portofeverett.com](mailto:shannah@portofeverett.com).
- **Boat Launch:** The boat launch will remain open daily, closed dusk – dawn. Standard launch fees apply.
- **Restrooms:** The Port will maintain operation of the three (3) main restroom facilities, one located in each Marina basin (South, Central and North). The other five ancillary restrooms will be closed. Public restroom hours will remain the same (6 a.m. – 6 p.m. daily) and will remain accessible 24/7 via fob access.
- **Public Spaces:** Public spaces, including trails and parks, will remain open daily, closed dusk – dawn.

## How can I pay my Marina bill?

The Port offers various methods of payment to its slipholders. See options below.

### Web Pay Using Bank Check or Credit Card

The Port's web pay portal, which can be accessed on the Port of Everett website at <https://web.afts.com/aftserver/welcome.wp?siteid=130> offers two payment options through our third-party payment processor (AFTS)

1. Credit card payment (service fee applies)
2. Bank check payment option (free of charge)

### Automated Clearing House (ACH) Program

The Port offers a no-fee electronic pay option for moorage payments through the recurring electronic bank draft Automated Clearing House (ACH) Program. This program also provides a monthly billing option instead of bi-monthly. If you are interested in this option, [click here to download the Authorization Form \(PDF\)](#). Once the completed Authorization Form has been processed, the first automatic payment will begin on the 20<sup>th</sup> of the first month as will be indicated in your confirmation letter. You will then be sent a statement at the beginning of each

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month showing the amount that will be deducted. The statement for every odd month (Jan, Mar, May, Jul, Sep & Nov) will also include any electrical usage from the previous two months. You may cancel the ACH program at any time and return to bi-monthly billing. Please give us at least 30 days' notice to put the change in place.

#### Alternative Non-Electronic Payment Options

Other non-electronic payment options during a Marina Office closure are calling the Marina Office at 425.259.6001 during normal business hours (9 a.m. – 4 p.m.) to process a phone payment, dropping your payment in the Marina drop box located outside of the Marina Office near the entry door or mailing in your payment.

If you have further questions on Marina payments, contact Beth Schmidt at 425.388.0671 or by e-mail at [beths@portofeverett.com](mailto:beths@portofeverett.com).

#### **What adjustments are in place at on-site businesses?**

Businesses located at the Port continue to follow the requirements, recommendations and guidance of State, County, City and public health officials. As such, businesses may be adjusting their schedule and operations as applicable to their business. With the Governor's state-wide order to ban restaurants, bars, dance halls, clubs, theaters, health and fitness clubs, and other similar indoor social or recreational venues through March 31, 2020, on-site restaurants may be offering take-out options in compliance with the order. *Support of our local businesses is critical, especially during challenging times like this.* Purchasing a gift card is a good way to provide support during this time.

The Port recommends visiting a business website or contacting them direct to confirm individual business schedules and service levels. If you are visiting the Port of Everett and/or any business on Port property, we ask that you please do so responsibly by following the recommendations and guidance in place by public health officials.

#### **What is the Port doing about large social gathering/waterfront events?**

Governor Inslee has ordered a state-wide ban on events and social gatherings with 50+ attendees through March 31, 2020. Events under 50 are also prohibited unless established public health criteria are met.

In response to the Governor's orders, the Everett Half Marathon that was scheduled to take place on March 29, 2020 at the Port of Everett waterfront has been postponed, the Everett Blackmouth Derby Awards Ceremony has been cancelled, and operation of the Island Adventure Whale Watching tours have been suspended until further notice.

The Port has placed a temporary hold on approval of any new Special Use Permits for special events on Port property. We will work with current permit holders to identify any event changes they may be implementing as a result of the orders in effect (i.e. cancelling, rescheduling, modifying event plans).

### **Where can I go to stay up to date on future operational adjustments?**

When we experience any change in operations, the Port will directly notify its employees, tenants, slipholders and shipping customers, and also, provide notice to the public via the Port's website ([www.portofeverett.com](http://www.portofeverett.com)) and the Port's primary social media channels (Facebook & Twitter).

### **What will happen if the Port becomes aware of potential or confirmed exposure of COVID-19 at its facilities?**

The Port will follow guidance of public health officials, notify individuals as necessary and take appropriate actions to isolate and clean any affected areas. *We have not had any confirmed exposure to date.*

### **Where can I go to stay up-to-date on reliable COVID-19 information?**

The Centers for Disease Control and Prevention and the Snohomish Health District have great resources and information available on their websites (see below).

- <https://www.cdc.gov/coronavirus/2019-ncov>
- <https://www.snohd.org/484/Novel-Coronavirus-2019>