



MARCH 24, 2020

COVID-19 UPDATE

Port of Everett COVID-19 Emergency Operations Period Effective March 17 – April 8, 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 novel coronavirus (COVID-19), the Port of Everett shifted its operations to an emergency staffing and service platform effective March 17, 2020 to minimize public interactions until March 31, 2020. This was further extended following the Governor's March 23 order for a two week Stay Home, Stay Healthy order through April 8.

Practically, the Port's emergency operations result 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.

Under Emergency Operations, essential services of our international Seaport and cargo operations are to be maintained unless deemed unsafe or are closed by the federal government.

The Port will continue to monitor the evolving situation, and evaluate extending Emergency Operations status as necessary.

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

Under the Port's current Emergency Operations (effective March 17, 2020), Port Administration and Marina Offices are closed to the public with staff set up to serve you safety from home by phone and e-mail. The Port continues to maintain only essential staffing on-site in its Seaport, Marina and Security divisions with increased sanitation and proper social distancing measures in place. Permitted public and private infrastructure projects continue to move forward with safety measures in place.

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Effective March 24, the Port implemented additional measures through April 8 including:

- Reduction of fuel dock operations from five to three days a week (Thursday – Saturday; 8 a.m. – 4 p.m.) and only accepting card payments
- Closing all public restrooms while maintaining fob access for liveaboards/boaters at the three main restroom facilities (one in each basin; South, Central and North)
- Closing Edgewater Beach Park in South Everett consistent with the Mayor of Mukilteo’s order to close Lighthouse Park
- Closing half the launch lanes at the boat launch, and restricting access to support life safety functions, essential commercial uses, tribal access and transportation access to neighboring residential islands, including Hat, Whidbey and Camano Islands. If the Port notices a large public presence at the launch in violation of the Governor’s directive to stay home, the Port reserves the right to close the boat launch entirely

As an essential function of the Port of Everett, international Seaport and cargo operations will continue, 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 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. – 2 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.
- 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. As a reminder, Port Security's primary responsibility is to protect Port property. Continue to be vigilant and secure your personal property as you normally would.

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:** Effective Thursday, March 26, fuel dock operations will move to a modified schedule, three days a week (Thursday – Saturday; 8 a.m. – 4 p.m.; Closed Sunday – Wednesday). The fuel dock will only be accepting card payment.
- **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.

- **Boat Launch:** Half the launch lanes at the boat launch are closed, with restricted access to support life safety functions, essential commercial uses, tribal access and transportation access to neighboring Hat Island. If the Port notices a large public presence at the launch in violation of the Governor's directive to stay home, the Port reserves the right to close the boat launch entirely.
- **Restrooms:** All marina restrooms will be closed to the public effective Monday, March 23, 2020. The Port will maintain operation of the three (3) main restroom facilities, one located in each Marina basin (South, Central and North) to remain accessible to current Marina slipholders 24/7 via fob access only.
- **Public Spaces:** Public spaces, including trails and parks, will remain open daily, closed dusk – dawn. During the Governor's and Everett Mayor's orders, these areas are NOT to be used for social gatherings/events, rather for those out enjoying the fresh air to walk their dog or go for a run. Those using these amenities must maintain proper social distancing and follow all guidelines currently in place. ***NOTE: The Port has closed access to Edgewater Beach Park in South Everett consistent with the Mayor of Mukilteo's order to close Lighthouse Park.***

****In an effort to help slow the spread of COVID-19, the Port of Everett urges that you don't visit the marina unless you live here, or you are pursuing an essential activity and/or essential work function****

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 20th of the first month as will be indicated in your confirmation letter. You will then be sent a statement at the beginning of each

UPDATED: 3/24/20

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.

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. On March 20, City of Everett Mayor Cassie Franklin issued a mayoral directive for city of Everett residents and businesses to stay home, with the exception of essential services. On March 23, Governor Inslee issued a Stay Home, Stay Healthy order with a consistent call. As such, essential business at the waterfront, including maritime business at the working waterfront will continue to operate with safety measures in place. Other non-essential businesses are likely to close or adjust their operations in line with these directives as applicable to their business. Further, 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 have modified their operations and are currently 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. To learn more about the various take out options, please visit www.portofeverett.com/covid-19.

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 that is currently operating as an essential service on Port property, we ask that you please do so responsibly by following the recommendations and guidance in place by public health officials.

What Businesses are Considered Essential Services?

[Click here to view the essential services sector guidance.](#)

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

Governor Inslee has ordered a state-wide ban on all events and social gatherings through April 8, 2020. All such activities at the Port have been cancelled or suspended until further notice, including the annual Everett Half Marathon, the MS Walk and Island Adventure Whale Watching tours.

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

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) and the Port's primary social media channels (Facebook & Twitter).

The Port has set up a COVID-19 webpage with updates at www.portofeverett.com/covid-19.

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>