



MAY 5, 2020

COVID-19 UPDATE

Port of Everett COVID-19 Modified Operations Period Effective March 5, 2020

FAQs

1. 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 voluntarily shifted its operations to Level 1 – Emergency Operations on March 17, 2020. ***As of May 5, 2020, consistent with Governor Inslee's Stay Home, Stay Healthy order, subsequent lifting of some restrictions under this order (i.e. outdoor recreation and construction) and the recently announced "Start Safe" phased reopening plan, the Port has begun its phased transition to Level 2 – Modified Operations.*** Practically, the Port's current modified operations status includes continued closure of the Port's Administrative and Marina Offices with Port staff continuing to be available remotely via phone and e-mail. It also restores full access to Port recreation facilities, with the Governor's lifting of restrictions on outdoor recreation, including boating and fishing.

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

The Port will continue to monitor the evolving situation and will continue to evaluate and adjust its operations as necessary.

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

Under the Port's current Modified Operations, the following is in place:

- Full operation of the international Seaport and modified operations at the Marina
- Port Administration and Marina Offices closed to the public with most staff services available remotely by phone and e-mail

UPDATED: 5/5/2020

- Port Commission meetings taking place virtually via Zoom video conferencing platform
- Resumption of public and private construction projects around the Port with applicable health and safety measures in place
- Reduced fuel dock hours; Thursday – Saturday; 8 a.m. – 4 p.m. (card payments only)
- Public access to the three main public restroom facilities around the Marina (one in each Marina basin – South, Central and North) as well as the restroom near the boat launch from 6 a.m. – 9 p.m.; marina slipholder fob access available 24/7. Continued closure of all other ancillary restrooms around the Marina at this time.
- Full public access to all 13 lanes of the public boat launch, consistent with Governor Inslee’s lifting of restrictions on outdoor recreation; accessible dawn to dusk.
- Public access of all Port trails and open space to responsible public use; dawn to dusk
- Continued suspension of waterfront events and gatherings

As an essential function of the Port of Everett, international Seaport and cargo operations will continue. 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 Centers for Disease Control and Prevention (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.

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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.

How can I participate in Port Commission Meetings?

In response to the Governor's *Stay Home, Stay Healthy* order, the Port of Everett Commission is conducting its Port Commission meetings virtually via the Zoom conferencing platform. To view scheduled virtual Port Commission meetings and associated agendas, visit <http://www.portofeverett.com/your-port/news/meeting-events-calendar>

Note: the Port will not accept in-person and/or verbal citizen comments during the meetings. Alternatively, during the regular order of business, those wishing to provide public comment will have the opportunity to deliver citizen comment via e-mail; all written comments received by e-mail to emilyh@portofeverett.com will be distributed to the Port Commission and attached to the approved minutes. If you'd like to participate in the Port Commission Meeting via Zoom, please e-mail emilyh@portofeverett.com by 11:00 a.m. PT on the date of the scheduled virtual Port Commission meeting. You will then be provided with a link to join the Zoom meeting.

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.

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Are there any adjustments to Marina facilities at this time?

- **Marina Office:** Closed to the public until a future date (TBD); Marina staff available remotely via phone and e-mail during regular business hours (9 a.m. – 4 p.m.). The Marina is also offering in-person appointments, only if necessary, with the requirement of the customer wearing a face mask and keeping appropriate social/physical distancing.
- **Moorage/Storage:** Slipholders and livaboards will maintain access to their vessels moored/stored at the Port of Everett as usual. New moorage signups to be handled by appointment only, contact the Marina Office at 425.259.6001 to schedule an appointment.
- **Fuel Dock:** Fuel dock operations are maintaining winter schedule through May, with operation three days a week (Thursday – Saturday; 8 a.m. – 4 p.m.; Closed Sunday – Wednesday). The fuel dock is only accepting card payment.
- **Haulout:** Port haulout operations continue daily 8:30 a.m. – 3:30 p.m. by appointment only with remote scheduling; no mast work at this time. 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:** Full public access is restored to all 13 boat launch lanes, consistent with the Governor’s lifting of restrictions on outdoor recreation, including boating and fishing. Launch use is permissible dawn – dusk. All applicable launch/parking fees apply.
- **Restrooms:** The three main public restroom facilities around the Marina (one in each Marina basin – South, Central and North) as well as the restroom near the boat launch are accessible to the public from 6 a.m. – 9 p.m.; marina slipholders have fob access available 24/7 at these facilities. All other restrooms around the Marina remain closed.
- **Public Spaces:** All Port trails/open spaces open for responsible public use dusk – dawn; continued suspension of waterfront events and social gatherings at this time.

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 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 Federal, 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. This has been extended through May 31, with a phased reopening plan announced by the Governor on May 1. Currently, essential businesses at the waterfront, and those whose restrictions have been lifted by the Governor continue to operate with public health and safety measures in place. Other non-essential businesses likely remain closed or have adjusted operations in line with these orders as applicable to their business. Further, with the Governor's statewide order to ban restaurants, bars, dance halls, clubs, theaters, health and fitness clubs, and other similar indoor social or recreational venues, on-site restaurants have modified their operations and most are offering take-out, curbside pickup, delivery and online ordering 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 restaurant take out options, please visit www.portofeverett.com/foodtogo.

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 orders of the Governor and the recommendations/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 and will issue guidance on this matter as part of his four-phased “Start Safe” re-opening plan. All such activities at the Port have been cancelled or 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 are working with current permit holders to identify event changes they may be implementing as a result of the orders (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 (CDC) 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>