

Port of Skagit

Disease Prevention Safety Protocols

Level 2

Social Distancing

1. No one who is sick or appears to be sick will be allowed to enter Port offices. According to the CDC, COVID-19 symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
2. Maintain distance of at least 6' from others.
3. Do not have in-person meetings if acceptable alternatives exist
4. If you must have an in-person meeting, meet in a large room (or outdoors) and maintain distance of 6' or more from others. Attendees shall wear masks, and meeting times should be kept to a minimum.
5. Rooms and distinctive areas within port facilities will be clearly posted with an occupancy rate, which shall be strictly enforced:

a. Public hearing room	8
b. Standard Office	2
c. Waiting area	3
d. Restroom	1
e. Copy room	1
f. Kitchen	1
g. Supply room	1
h. Vehicle	1
i. Maintenance Office areas	3
j. Other	As Determined
6. If a meeting cannot be conducted to conform with occupancy rates as determined above, then an alternate method shall be used such as Zoom, teleconferencing or other acceptable means.

7. If there is a queue to enter a port facility, it will be properly signed to encourage the public to maintain 6' distance, including visual guides to help them do so (e.g. "Xs" on the floor every six feet, barrier tape, etc.)

Protective Equipment/Hygiene

1. Keep your hands clean; wash with soap and water for at least 20 seconds. Always wash your hands upon entering and leaving port facilities or prior to entering a room with others.
2. Avoid touching your eyes, nose and mouth with unwashed hands.
3. Cover your cough or sneeze.
4. You must wear a mask whenever you are in close contact with others or may encounter others.
5. A member of the maintenance team will be designated and responsible to clean all high touch areas on a regular basis. When leaving a common use room, employees shall wipe down hard surfaces.
6. A thermometer will be provided at each Port facility for staff use.
7. Gloves will be made available for use by staff and members of the public.
8. Protective clear plastic screens will be installed at all areas where Port staff meet the public.
9. All staff will be provided with a personal hygiene kit, which will include mask, gloves, sanitizer and disinfectant.

Sick Employees Must Stay Home

1. Sick employees must stay at home.
2. No doctors note will be required.
3. Exposure to COVID 19 - Employees must follow CDC and Skagit County Public Health Department guidelines.
4. If an employee gets sick while on site, they will be sent home and/or to appropriate medical facilities for treatment and testing.

Accommodation: Vulnerable (High-Risk) Employees

1. The Port shall adhere to Governor Proclamation 20-46 – High Risk Employees – Workers Rights, which pertains to the protection of high-risk employees, identified by the CDC as those employees “over 65 years of age, and people of any age who have certain underlying health conditions.”
2. Proclamation 20-46 shall be provided to all staff and posted at the regular worksite locations.
3. Proclamation 20-46 shall be in effect through June 12, 2020, unless extended.

Flexible Work Environment

1. Work from home as determined by each supervisor. Supply appropriate technology for in-home offices to support increased productivity.
2. Flexible work hours as determined by each supervisor.
3. Refocus tasks to allow socially distanced working.
4. Stagger work, break and lunch times to allow for social distancing.

Guest Access

1. One guest (or 2 if a couple) in offices or maintenance facility at a time.
2. Guests will be required to wear masks when in public offices.

Implementation and Enforcement

1. The Port shall provide mandatory staff training on Disease Prevention Safety Protocols. Supervisors will be responsible for training staff on these protocols.
 - a. A brief safety review must be conducted at all work sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
 - b. Attendance will be communicated verbally.

- c. COVID-19 safety requirements shall be visibly posted at each property.
2. Safety protocols are subject to amendment and will be adjusted as necessary as we learn more from federal, state and local health authorities and as required by law.
3. All Port staff will be provided with a copy of Disease Prevention Safety Protocols, which they will be required to read. Employees will sign an attestation that they have read and understand the Disease Prevention Safety Protocols, and a copy will be kept in their personnel files.
4. Port employees are encouraged to make suggestions to improve these protocols.
5. These protocols will be adopted and included as a part of the Port's personnel policy.

Acknowledgement of Receipt of Port of Skagit Disease Prevention Safety Protocols Level 2

I, _____, have received and read a copy of the Port of Skagit Disease Prevention Safety Protocols Level 2, and understand my responsibility to comply with the protocols.

_____/_____
Signature Date