



DATE: 06/02/2020
TO: To whom it may concern
FROM: Paula J. Miranda, General Manager
SUBJECT: COVID-19 Policy Update

Pursuant to Governor's Executive Order 20-25 and Lincoln County Order #5-20-136, the Port of Newport has implemented a phased reopening in response to the COVID-19 outbreak. This policy is intended to protect public safety and our employees, while at the same time allow operations to the greatest extent possible for essential functions and continue to provide essential services for the benefit of emergency response and economic resilience. We will undertake these measures with the understanding that this policy may affect the ability to provide services, and the quality of the services provided to the public. We must accept some level of operational degradation in the interest of safety during this very serious time. This policy will stay in effect until such time as directed by the Port.

Effective immediately, the South Beach boat ramp is open; the north and south restroom facilities are open. The RV Park meeting room is **closed**. The RV Park is accepting reservations for short and long term stays, and the public fishing pier is open; all subject to the Phase 1 guidelines in Executive Order 20-05, including physical distancing, cleaning, the use of masks, and limits to gatherings. The RV Park Office is open, but no more than one person shall be allowed in the door at a time if it is absolutely necessary for the customer to enter. We are encouraging patrons to do all their business via phone or on the internet. We have placed the glass barrier in the office to protect our staff and patrons. Payments shall be completed electronically unless there is no other choice but to accept cash or check. We are taking staff temperatures daily and asking questions recommended by the CDC.

The Port's Administrative Office in the Commercial Marina shall be locked and only allow one customer in at a time when absolutely necessary for service. All work shall be conducted either by telephone or by electronic means when possible. Moorage license agreements will be accepted, but shall not be filled out inside the office. All payments shall be accepted remotely or by check through the mail if possible, and in person payments are highly discouraged.

If operational services can be arranged remotely without maintaining continual presence at the dock, a presence in that service location is not required at all times. In these instances, the door to the operations office at that location shall be locked, and instructions shall be clearly posted to phone the proper number so that services can be arranged. No more than one customer shall be permitted into an office at a time at any service location. 6' of distance shall be maintained between people at all times.

All measures have been taken, and signs have been placed throughout the facilities to keep the safety of employees and customers. Violators will be reprimanded in accordance with our Facilities Code.