

# Port of Port Angeles

*Port Angeles, Washington*

**Commissioners' Resolution No.** \_\_\_\_\_

**20-1218**

## **A RESOLUTION AUTHORIZING A PANDEMIC ILLNESS OR POTENTIALLY PANDEMIC ILLNESS POLICY**

**WHEREAS**, the novel coronavirus (COVID-19) is a new, highly contagious, respiratory virus without any current vaccines or treatments, which can result in serious illness or death;

**WHEREAS**, COVID-19 is thought to spread mainly from person-to-person between people who are in prolonged close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes;

**WHEREAS**, COVID-19 is spreading easily and sustainably in the community in many geographic areas;

**WHEREAS**, COVID-19 is present in Washington State, with 17 (of 39) counties presently reporting 769 confirmed cases and 42 deaths;

**WHEREAS**, COVID-19 continues to spread throughout Washington State with no expectation of ending soon, and cases are expected to soon be confirmed in Clallam County;

**WHEREAS**, to slow the spread of the virus and reduce the risk of transmission, public health authorities are, in part, encouraging all individuals that experience COVID-19 symptoms (*i.e.* cough, fever, shortness of breath) to self-isolate and absent themselves from work and public spaces, and to strictly observe any isolation and quarantine measures that may be ordered by physicians and public health officials;

**WHEREAS**, public health authorities, including the Center of Disease Control and Washington State Department of Health, have started imposing certain community mitigation strategies to increase containment of the virus;

**WHEREAS**, on March 13, 2020, Washington State has mandated the state-wide closure (at least until April 24, 2020) for all K-12 schools, which will likely require many employees in Washington State to absent themselves from work in order to care for their young, minor children;

**WHEREAS**, increased number of confirmed cases and additional precautionary measures, including but not limited to isolation/quarantine and school closures, are expected to result in increased absenteeism among Port of Port Angeles employees and further disrupt day-to-day agency operations;

**WHEREAS**, the Port of Port Angeles provides paid time off (PTO) to all of its employees, to be used for rest and recreation and personal business, as well as for recovery from illness and for the care of ill family members;

**WHEREAS**, approximately five employees of the Port of Port Angeles employees have less than 80 hours (10 days) of accrued PTO available, and 1/3 of employees of the Port of Port Angeles have less than 320 hours (40 days);

**WHEREAS**, under RCW 49.46.210, the Port of Port Angeles has the statutory authority to provide additional paid sick leave to employees to help them, and their family members, prepare for and observe all community mitigation that may be ordered (including but not limited to isolation/quarantine and school closures) and that may result in prolonged periods of absence from work; and

**WHEREAS**, under WAC 296-128-710, the Port of Port Angeles has the lawful authority to establish a shared paid sick leave program.

**NOW, THEREFORE BE IT RESOLVED**, in an effort to help slow the spread of COVID-19 and reduce the risk of transmission amongst Port employees and the public, to help Port employees observe all recommendations provided by their treating physicians, health care providers, and/or public health officials, and to help Port employees observe all community containment and mitigation measures ordered by federal, state, or local governments, the Commission of the Port of Port Angeles approves and authorizes as follows:

- (1) The Port shall work cooperatively with public health authorities, emergency management centers, and other first responders to take appropriate measures to combat pandemic illnesses.
- (2) The Port shall develop appropriate procedures to help slow and prevent the transmission of pandemic illnesses, including procedures that help employees take appropriate leave to care for themselves and their families so that employees do not have to choose between earning a paycheck or going to work sick.
- (3) The Executive Director shall have discretion to adjust leave and benefit policies to best respond to employee needs caused by the pandemic. This could include, but is not limited to, the following: modifying an employee's work schedule, which could include alternative work hours / days or telecommuting (working from home); authorizing up to 2 weeks of unearned paid leave (allowing for a negative accrued balance); creating a leave pool account based on the contribution of employee sick and vacation time that is matched by the Port at 50%; establishing a permanent sick leave bank funded by employee donated excess vacation hours; and paying co-pays for vaccinations and illness tests and possibly the vaccinations and tests (if not covered by insurance) to help ensure a healthier workplace.
- (4) If federal, state, or local benefit programs become available to help with a pandemic event, the Executive Director may adjust leave and benefit policies for employees so that employees and the agency may be eligible for such benefit programs.
- (5) The Executive Director shall also have the authority to modify, limit, or suspend operations as circumstances may require.

(6) The Executive Director shall keep the Port Commission informed of any action taken during a pandemic event.

ADOPTED this 18th day of March 2020.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS



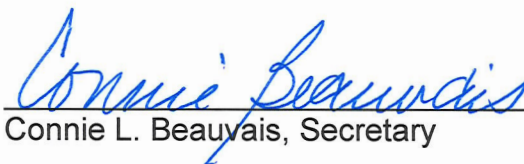
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Steven D. Burke, President



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Colleen M. McAleer, Vice President



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Connie L. Beauvais, Secretary