

Coronavirus (COVID-19) – March 16, 2020 Update

At the Port of Benton, we're concerned about the impact of the COVID-19 virus on our staff, family members, taxpayers, lessees, and stakeholders and have been following the rapidly changing situation closely.

Due to the local impact of the COVID-19 pandemic and our need to keep our employees and their loved ones as safe and as healthy as possible, we have decided to have all office employees work from home (“WFH” or telecommute) starting March 18, 2020. Maintenance staff will continue to work, but their duties will be primarily outside and all have been notified to practice sufficient social distancing.

To ensure the health and safety of our Maintenance staff, we will be temporarily assessing work orders based on both impact to tenant operations and likelihood of exposure to our staff. Work orders with minor operational impact but high staff exposure may be temporarily delayed while we assess best hazard mitigation practices.

Our office employees will work remotely on their regular schedules. The Port has the technology and phone system infrastructure to ensure our services, support, and applications will run smoothly during this time. Our tenants and vendors should not experience a difference in support or interruption in our services. We do ask tenants to mail checks or electronically pay fees, rather than in person, to reduce human contact and potential spread of disease.

As you know, the coronavirus situation is fluid and evolving quickly.

We are further implementing a 4-tiered approach to how we'll review the threat of coronavirus at the Port of Benton. Tier 1 is the lowest threat level and the severity increases as positive cases of the virus get closer to our company locations. Tier 4 is the highest threat level and is when a Port of Benton team member has tested positive for the virus at one of our locations. We will update the threat level routinely as new information is available.

You can review the Tiers, their definitions and what we're doing at each level, as well as the current threat assessment for each location in the below PDF.

Please use caution, common sense and apply basic protective measures against the virus. Contact your doctor or medical professional if you are experiencing flu-like symptoms. You can refer to the CDC overview below to understand the best measures to take to prevent contracting coronavirus. We've also posted information in our locations and added hand sanitizing capabilities.

Additional information and resources can be found at the following:

Please visit the Washington State [Department of Health](#) website for the most up-to-date information about cases of coronavirus in Washington state and the [CDC for national guidance](#).

Thank you for your support and please take good care.
Sincerely,



Diahann Howard, PPM® Executive Director, Port of Benton