

COVID-19 UPDATE 6/26/2020

AS WE CONTINUE TO COMBAT THE COVID-19 PANDEMIC, HERE IS WHAT YOU CAN EXPECT FROM THE PORT OF KINGSTON

OFFICE HOURS: THE MARINA AND ADMINISTRATION OFFICE IS OPEN TO THE PUBLIC WHILE FOLLOWING THE STATE'S SOCIAL DISTANCING GUIDELINES. THE OFFICE WILL BE OPEN FROM 8 AM TO 5 PM. FACE COVERINGS ARE MANDATORY IN PUBLIC AND WHILE INDOORS AT THE PORT. FACECOVERINGS ARE ALSO REQUIRED OUTDOORS WHEN IT'S IMPOSSIBLE TO MAINTAIN 6 FEET OF PHYSICAL DISTANCE FROM OTHERS.

OFFICE PROTOCOLS: IF POSSIBLE, PLEASE UTILIZE THE PHONE AND EMAIL AS MUCH AS POSSIBLE TO COMMUNICATE WITH OUR STAFF. ALTHOUGH OUR DOORS OUR OPEN, OUR GOAL IS TO MINIMIZE THE AMOUNT OF OFFICE TRAFFIC TO PROTECT BOTH OUR STAFF AND CUSTOMERS. WE KINDLY ASK THAT YOU REDUCE VISITS TO THE MARINA OFFICE; OUR TEAM IS CLOSELY MONITORING EMAIL AND ACCEPTING PHONE CALLS. IF POSSIBLE, WE ASK THAT YOU USE THESE METHODS AS THE FIRST LINE OF COMMUNICATION WITH OUR STAFF. WE LOVE SERVING OUR CUSTOMERS FACE-TO-FACE, BUT AS REQUESTED BY THE CDC, WE ARE PROMOTING SOCIAL DISTANCING.

PAYMENTS CAN BE MADE ONLINE OR DEPOSITED IN THE DROPBOX ON THE EXTERIOR OF THE BUILDING TO THE RIGHT OF THE MARINA OFFICE NEXT TO THE PARKING PAY STATION MACHINE. PLEASE UTILIZE THIS FOR PAYMENTS AND OTHER PAPERWORK THAT DOESN'T REQUIRE FURTHER IMMEDIATE ATTENTION FROM THE PORT STAFF.

OFFICE CAPACITY: WE WILL BE LIMITING THE OFFICE CAPACITY TO 2 PEOPLE AT A TIME. IF THIS LIMIT IS MET, PLEASE WAIT OUTSIDE UNTIL SPACE HAS CLEARED - WHEN WAITING, BE MINDFUL TO PRACTICE SOCIAL DISTANCING. AS THE WEATHER PERMITS, WE WILL KEEP THE DOORS OPEN TO ALLOW EASY ACCESS. PLEASE NOTE THE FOLLOWING ADJUSTMENTS TO OUR OFFICE PROTOCOL FOR THE TIME BEING. WE HAVE PLACED SIGNS IN THE OFFICE TO MARK THE 6FT BOUNDARY. OUR STAFF WILL ASSIST YOU WHILE KEEPING THE APPROPRIATE DISTANCE. WE ASK THAT YOU READ THE NOTICES POSTED OUTSIDE THE OFFICE BEFORE ENTRY, YOUR KNOWLEDGE OF OUR REVISED PROCEDURES WILL HELP OUR STAFF SERVE YOU EFFICIENTLY.

INCREASED CLEANING AND DISINFECTING: OUR TEAM WILL CONTINUE WITH OUR HEIGHTENED CLEANING REGIMENT OF ALL HIGH TOUCH POINT AREAS. WE WILL SANITIZE AND CLEAN AFTER EACH CUSTOMER TRANSACTION; IF YOU VISIT DURING THIS TIME, PLEASE WAIT PATIENTLY, AND WE WILL ASSIST AS SOON AS POSSIBLE.

FUEL DOCK: THE FUEL DOCK OFFICE IS OPEN TO THE PUBLIC WHILE FOLLOWING THE STATE'S SOCIAL DISTANCING GUIDELINES. THE OFFICE WILL BE OPEN FROM 8 AM TO 5 PM. FACE COVERINGS WILL BE MANDATORY IN PUBLIC AND INDOORS, AND OUTDOORS WHEN IT'S IMPOSSIBLE TO MAINTAIN 6 FEET OF PHYSICAL DISTANCE FROM OTHERS.

QUESTIONS OR CONCERNS:

- **MARINA OPERATIONS:**
360-297-3545 EXT. 2
INFO@PORTOFKINGSTON.ORG

- **ADMINISTRATION:**
360-297-3545 EXT. 3
INFO@PORTOFKINGSTON.ORG

- **EMERGENCIES:**
360-265-5186

PAYMENTS:

- **IN PERSON:** MONDAY THROUGH SUNDAY
8:00 A.M. TO 5:00 P.M.
- **ONLINE:**
[HTTPS://PORTOFKINGSTON.ORG/GUEST-MOORAGE/](https://portofkingston.org/guest-moorage/)

- **BY MAIL:** PO BOX 559 KINGSTON, WA 98346 DROP BOX: 25864 WASHINGTON BLVD. KINGSTON, WA 98346 (TO THE RIGHT OF THE MARINA OFFICE NEXT TO THE PARKING PAY STATION MACHINE)
- **BY PHONE:** 360-297-3545 EXT. 2

RESTROOMS AND LAUNDRY FACILITIES: THE MARINA RESTROOMS AND LAUNDRY FACILITIES WILL REMAIN OPEN TO LIVEBOARD TENANTS.

GUEST MOORAGE: GUEST MOORAGE IS OPEN WITH SOCIAL DISTANCING, PLEASE CALL 360-297-3545 FOR AVAILABILITY.

AS NEWS REGARDING COVID-19 EVOLVES, WE RECOGNIZE FUTURE ADJUSTMENTS MAY OCCUR, AND WE WILL UPDATE OUR PRACTICES AND COMMUNICATIONS AT THAT TIME. WE WILL POST UPDATED INFORMATION ON OUR WEBSITE WWW.PORTOFKINGSTON.ORG.

ALL OF US HERE AT THE PORT FEEL DEEPLY FOR THOSE WHO HAVE BEEN IMPACTED BY THIS OUTBREAK. WE VALUE YOUR BUSINESS AND PLAN TO TAKE ALL NECESSARY STEPS TO ENSURE OUR OFFICE IS A SAFE PLACE FOR EVERYONE. AGAIN, THE HEALTH AND SAFETY OF OUR EMPLOYEES, TENANTS AND OUR COMMUNITIES ARE A TOP PRIORITY AND WE'RE COMMITTED TO DOING OUR PART TO HELP KEEP YOU SAFE.

PLEASE UTILIZE THE FOLLOWING RESOURCES FOR MORE INFORMATION ON COVID-19: THE CENTERS FOR DISEASE CONTROL AND PREVENTION: [HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV](https://www.cdc.gov/coronavirus/2019-ncov)

THANK YOU,

GREG ENGLIN
EXECUTIVE DIRECTOR