

## The Port of Virginia Planning Efforts for Addressing the COVID 19

As we all manage through this uncertain and trying time, we wanted to personally connect with you. First, on behalf of our colleagues at The Port of Virginia, we thank you for being a valued partner and for your continued support. Second, we wish to share some of the steps we have taken to address concerns arising from Coronavirus (COVID-19). Finally, we send our best wishes to those who have been negatively affected to date.

The Port of Virginia has implemented a cross-divisional planning and response team to meet the demands of the COVID-19 event. The Port of Virginia is utilizing the POV Continuity of Operations Plan (COOP), which provides the framework for managing all hazardous events, including pandemics.

### **In the event of a Port of Virginia colleague, or partner, being diagnosed with COVID-19:**

- We will notify and cooperate with all government authorities and agencies
- All locations exposed to, or frequented by, the individual would be thoroughly cleaned and disinfected by SERVPRO – a premier cleaning and restoration company
- We would strive to mitigate any service disruptions, returning to complete operations across the port, as soon as that can safely be accomplished

### **Our team is also addressing the following items:**

#### **Operations:** Monitoring and implementing measures as needed:

- Vessel and terminal operations are operating at normal capacity
- Essential ship line personnel, including port captains and vessel agents, are not restricted at this time
- Port tours and other non-essential visits are restricted until further notice
- Terminal security and access is being conducted per standard procedures
- The Health and Safety Team is ensuring all areas are cleaned and disinfected on an enhanced schedule
  - A team of outside contractors is supplementing POV efforts, seven days per week
- Terminal operations is monitoring any changes or restrictions implemented by the USCG Sector Virginia

**Sales Team:** Conducting outreach to all shipping lines to maintain constant communications to address any needs or concerns

**Emergency Operations Team:** The POV Marine Incident Response and EO Teams are interfacing with local, state and federal partners to ensure any restrictions/responses are managed, limiting commercial impacts on the Port of Virginia

- Facilitate the implementation of the POV COOP Plan
- Involved in planning elements within USCG Sector Virginia
- Coordinate any/all hazardous, or maritime medical responses
- Point of contact for the following agencies
  - USCG
  - Customs and Border Patrol (CBP)

- VA Department of Health
- Local first responders

**Human Resources:** Ensuring the safety and welfare of all POV colleagues:

- Working with colleagues to ensure awareness of emergency sick leave policies, eligibility for short-term disability and benefit services in place and ready to serve
- Evaluating concerns/solutions for a potential reduction in workforce
- Restriction of business travel and personal meetings
- Addressing personal travel and reporting requirements
- Personal hygiene and preventative measures
- Alternate work sites / working from home (includes Customer Service and Finance)

We are closely monitoring Coronavirus (COVID-19) and following the current guidance from the leading government and health authorities to ensure we are taking the right actions to protect our customers, colleagues and the communities.

We continue to monitor this evolving situation and will keep you informed of future updates.

Thank you for your continued loyalty.

Sincerely,

The Port of Virginia