



Port of Skagit

COVID-19 Response: Port of Skagit

Responsible Change in Business Operations

The Port of Skagit has made the decision to remain open for business, but to limit in-person interaction to the extent possible. It remains our goal to serve our customers and guests, while focusing on the safety, health and well-being of our entire Port community.

In light of recent and probable future impacts of COVID-19, we have moved to minimal staffing levels in our administrative office. Many of our staff members are now telecommuting in order to remain available to serve you and be responsive to your needs.

At this time, email and phone are the preferred means of communication with Port staff. The general Port voicemail will be checked regularly, so messages can be routed to the respective staff member for response.

The health and safety of our employees, tenants, customers, visitors, and our community remain a top priority. The Port will continue to monitor the situation by following recommendations from the Centers for Disease Control and Prevention and the Skagit County Health Department. If we experience any changes in our business operations, the Port will notify its employees, tenants, and customers via email and/or website notification.

Conducting Business with the Port

We ask that all customers be flexible and patient, and to please consider alternative ways to conduct business with the Port during these challenging times.

Payments:

Submit **Online:** www.portofskagit.com/online-payment-gateway or www.xpressbillpay.com

Or submit by **Mail:** Port of Skagit, 15400 Airport Drive, Burlington WA 98233

For questions about **Marina** payments, please call the Marina office at 360-466-3118.

Meetings:

Please limit in-person visits by calling or emailing our administrative office at 360-757-0011.

Staff email addresses and direct line phone numbers are available on our website at:

www.portofskagit.com/about-the-port/your-port-staff

Many meetings and events have already been cancelled, postponed, or are utilizing technology to keep in-person interaction to a minimum.

If you are visiting the Port of Skagit or any business on Port property, we ask that you please do so responsibly by following the recommendations and guidance of public health officials.

If in-person meetings are required, please be advised of the following recommendations:

- No large group meetings allowed
- Follow social distancing protocols at all times

Maintenance Needs

Our maintenance team is taking necessary safety measures and precautions to limit in-person interaction while still providing service to our customers. If your Port building or property has a maintenance/repair issue, please email our Facilities Manager at Brady@portofskagit.com

For After-Hours emergency at the Airport, Business Park or SWIFT Center: **360-630-7131**

For After-Hours emergency at the La Conner Marina: **360-630-7132**

Staying Informed

It is important to keep informed about the current COVID-19 situation. Below are some links to resources and up-to-date information to help you protect your organization, employees, customers and families:

Health Updates:

[Skagit County COVID-19 Updates](#)

[Washington State COVID-19 Updates](#)

[CDC information and resources](#)

[Washington State Department of Health: Public Health Connection](#)

Resources for Businesses and Employers:

[CDC Resources and Recommendations](#)

[CDC Interim Guidance](#)

[OSHA Guidance for Preparing Workplaces for COVID-19](#)

State resources for Businesses and Employers:

[Emergency Management Division Washington: Business Preparedness](#)

[Resource list for impacted Washington businesses and workers](#)

[Employment Security Department Washington State: For workers and businesses affected by COVID-19](#)

[Washington State Department of Labor & Industries: Resources on Paid Sick Leave, Worker's Compensation, Workplace Safety and Health](#)

These are uncertain times, with information and impacts changing rapidly. Thank you for your patience and understanding as we make adjustments for the well-being of our community.