



**BOARD OF HARBOR COMMISSIONERS**

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**PORT MANAGEMENT**

Kristin Decas **CEO & Port Director**

Foreign Trade Zone #205



**WORLD TRADE CENTER®**  
**OXNARD**

**Communicable Disease  
Continuity of Operations Plan  
(COVID-19)**

Oxnard Harbor District

Port of Hueneme

2/26/2020

Updated 12/2020



The Port of Hueneme's mission is to protect human life, community vitality and the prevention of spread or inception of COVID-19 and other communicable diseases. To accomplish this plan, Port staff are to be identified as essential versus non-essential, key stakeholders/tenant representatives, partners in shipping, area maritime security stakeholders and local emergency management and medical services. The scope of this plan aims to cover the initial outlay of Port staff and the resources they require to minimize business disruptions and bring operations back to normalcy should an issue arise.

Following NIMS guidelines, an incident management team will be stood up and under the direction of the Port Director.

Decision authority shall be outlined in the plan as well as workflow and communications strategy.

## Communications Plan

| Organization                         |                   | Phone Number/Radio Channel/Call Sign |
|--------------------------------------|-------------------|--------------------------------------|
| Type                                 | Contact Name      |                                      |
| Facility Security Officer            | 24-hour duty      | 805-488-4615                         |
| Facility Security Officer            | Christina Birdsey | 805-479-4342                         |
| Alt. FSO                             | Wade Edwards      | 805-443-4307                         |
| Alt. FSO                             | Michael Morrison  | 805-509-9034                         |
| <i>Alt. FSO</i>                      | Kristin Decas     | 805-754-8581                         |
| <i>Alt. FSO</i>                      | Andrew Palomares  | 805-901-5799                         |
| Harbormasters                        |                   | 805-377-7751                         |
| Vessel Agent:                        |                   |                                      |
| Vessel Working Frequency             |                   |                                      |
| Police/Fire Department               | Dispatcher        | 911                                  |
| Customs and Border Protection Office | Dispatcher        | 805-488-8574<br>805-986-1564         |
| National Response Center             |                   | 1 (800) 424-8802 (24 hour)           |
| USCG Channel Islands                 |                   | 805-985-9822                         |
| USCG MSD Santa Barbara               | Duty Officer      | 805-962-7430                         |
| USCG Sector LA/LB                    | Operations Center | 310-521-3600                         |
| US Navy Port Operations              | Control           | 805-982-3938                         |
| US Navy Force Protection             | Security          | 805-982-4591                         |

**The Board of Harbor Commissioners will receive communications from CEO and methods provided herein including Everbridge cell texts.**

**Means to communicate with staff and other stakeholders can come from Everbridge, email, phone or other identified means by Incident Commander (CEO or designee)**

**Employee duties/roles are outlined in Disaster Response Plan**

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## **Communications Plan Workflow; Example**

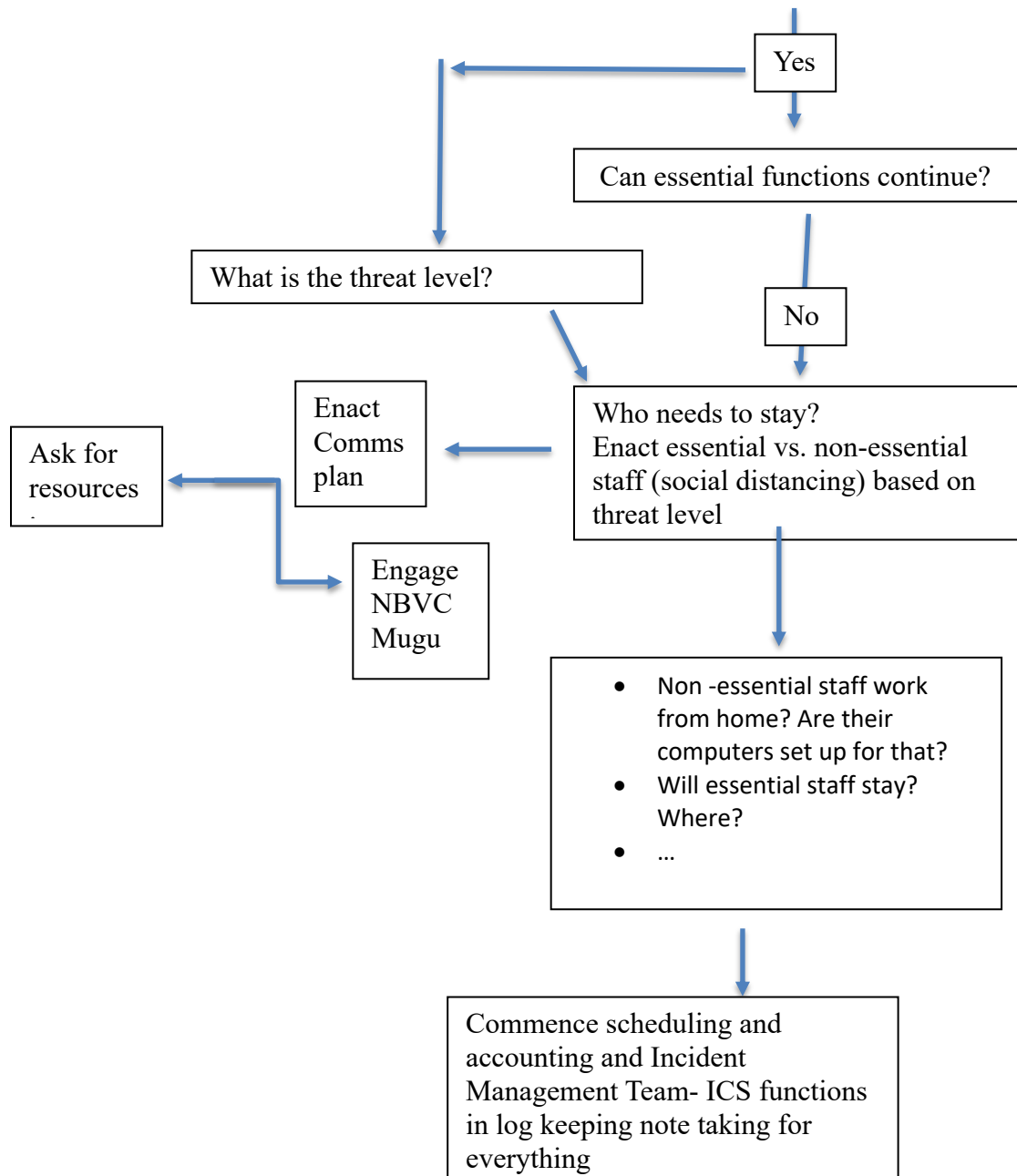
- Pilot notifies Harbormaster of ill crewmember once aboard
- Harbormaster notifies Incident Management Team as HIGH PRIORITY via Everbridge
- Stand up Incident Command via telephone or in person

Initiate notifications as follows:

- USCG NRC; they may advise other calls but per Ventura County Public Health 911 is our only direct call.
- 911 dispatch has built in algorithm that will cover the below notifications:
  - California Department of Public Health
  - CDC
  - DHS
  - Dept. of Health and Human Services
  - Ventura County Public Health

## Decision Matrix

Normal operations-----→ Identified Treat/Incident-----→ Adverse Affects---→No; Normal ops.





## **Incident Management Team Emergency Operations Center (EOC/Virtual EOC)**

Incident Commander- Port Director or designee  
Operations- COO and Operations Manager  
Finance and Accounting- Deputy Director/CFO and Director of Finance  
Public Information- PIO Designee

## **AMENDMENT I**

### **Social Distancing**

The Port is and will remain in constant contact with Ventura County Public Health, United States Coast Guard, Customs and Border Patrol, as well as our local partner emergency medical services. Utilizing the most recent guidance from VC Public Health, the Port has outlined its plan for enacting social distancing based on threat levels. Social See below:

#### **Level 1- Normal**

All staff remain at the workplace under normal working conditions. Best practices for handwashing, coughing, sneezing and being encouraged to stay home if sick.

#### **Level 2- Heightened (COVID-19 in the County, not at the Port)**

At the discretion of the Port Director, certain staff will be identified and directed to work from home to decrease exposure and increase social distancing.

#### **Level 3- Imminent (COVID-19 at the Port)**

Enact complete social distancing.

At the discretion of the Port Director, all non-essential staff will be sent home. Business and work options will be assigned as appropriate and possible.

## AMENDMENT II

### Training

How to don and doff N95 mask and gloves without contamination:

Process to apply PPE/BSI:

- Don inner gloves - <https://youtu.be/bW6Sg5nS4SQ>
- Don n95 respirator/mask - <https://youtu.be/A3Uqdz2LWKQ>
- Don outer gloves - <https://youtu.be/-7Eoh5IASPw>

Process to doff PPE/BSI:

- Disinfect outer gloves - <https://youtu.be/KWEdDpMIU1Y>
- Remove outer gloves - <https://youtu.be/S4SYqPFYjig>
- Inspect and disinfect inner gloves - <https://youtu.be/A9onDc9zAPE>
- Doff respirator/mask - <https://youtu.be/he1FWNnODmw>
- Disinfect inner gloves - <https://youtu.be/EfHzeruQFkE>
- Remove inner gloves - <https://youtu.be/zqq5SFsv-K8>

Prevention:

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.





If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

<https://youtu.be/d914EnpU4Fo>

### **How to use hand sanitizer**

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## **AMENDMENT III**

### **Gatherings on Port**

The Port in compliance with Port Policy 411 has authorized gatherings of 10 or less people. The CEO or designee may approve gatherings of more than 10 people as long as adequate COVID-19 prevention protocols are in place. Please see Port Policy #411 for full compliance.



Policy #411  
Gatherings on Port Pr

## AMENDMENT IV

### Quarantine Guidelines

The Port of Hueneme in keeping with its commitment to comply with CDC and local public health orders is amending the COOP to comply with the latest CDC quarantine guidance for COVID-19. On December 2, 2020, the CDC updated their quarantine guidelines reducing quarantine for contacts of persons with COVID-19 based on symptom monitoring and testing. While the CDC still recommends a 14-day quarantine, they have shortened quarantine requirements to the below:

- *Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.*
- *With this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of about 10%.*

Or

- *Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.*
- *With this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of about 10%.*

Follow the below link for the CDC source of the new guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>