

## COVID-19 Protocols: Best Practices for the Port Industry

---

With input from its members, AAPA recommends the following protocols for situations related to COVID-19.

These protocols are AAPA recommendations for best practices based on industry surveys and ‘roundtables.’ These recommendations neither create any obligations on AAPA members nor override local conditions such as collectively bargained-for terms.

### **Protocols for when a port employee and/or third-party worker at a port tests positive for COVID-19**

Once a port authority has direct knowledge that a direct employee or the employee of another entity performing services within the port authority facilities has tested positive for COVID-19, the following protocols are recommended:

1. Notify relevant local public health agency/agencies,
2. Follow CDC and local health department guidelines regarding contact tracing, and notify any and all port workers who are at medium risk level (workers typically in contact with the infected worker), and instruct them to self-quarantine for 14 days,
3. Uphold/respect confidentiality statutes,
4. Isolate and disinfect any equipment, vehicles, or workspace areas typically used/occupied by the infected employee,
5. Notify any and all port workers who are considered low risk due to social distancing parameters of the circumstances, and
6. Isolate and disinfect workspaces, equipment, and vehicles considered low risk for contamination, but where the infected employee may have passed.

### **Options and Recommendations for sanitizing/decontaminating port property**

1. Follow all CDC guidelines on “Cleaning and Disinfection for Community Facilities,”
2. Staff disinfect workstations at the end and beginning of each shift using disinfectant spray or wipes,
3. Disinfect of high-touch, hard surfaces such as railings, doorknobs, countertops, outlets/charging stations and arm rests,
4. Disinfect bathroom with aerosol spray after every use,

5. Check tissue dispensers (if present) and soap dispensers in restrooms several times each day. Additionally, provide ample hand sanitizer throughout all port facilities,
6. Display video monitors and/or signage to remind staff to wash their hands frequently, and
7. Contract with a service for nightly deep cleaning of staff buildings and facilities.

### **Recommendations for mitigating port employee exposure**

1. Impose general and blanket social distancing, whereby workers remain at least six feet apart from each other at all time,
2. Hold staff meetings virtually,
3. Ensure port personnel and contractors have minimum COVID-19 awareness training,
4. Provide PPE (gloves, N95s, and safety glasses) to staff (police or police support technicians) working the Gates, especially when interacting with drivers,
5. Wear gloves when conducting vehicle screenings and when handling money, documents, and/or ID's from other individuals,
6. View TWICs/ID's without touching/handling, consistent with recent Coast Guard guidance,
7. Required use of PPE – to extent available - if interacting with vessel crew for any reason.
8. Modify work schedules to limit exposure between employees,
9. Modify field/patrol shifts in order to a) lengthen them, and in order to b) increase the available units working from home in case officers in the field are exposed and must be changed out,
10. Modify housekeeping procedures to use disposable paper towels instead of rags with daily sanitizing of all high-frequency touch surfaces (i.e. doorknobs, handrails, armrests, desktops, keyboards, etc.),
11. Stop receiving 'secondary business' vessels at the docks, such as tour boats and recreational vehicles,
12. Restrict port access to essential operational related visitors; no port tours, and
13. Distribute COVID-19 awareness information to all truckers in both English and Spanish.