

Staffing Levels for Pandemic Response

Department	Level 3: Normal Operations	Level 2: Reduced Service	Level 1: Emergency Operations
Human Resources & Administration	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Represent the Port in office from 8:00-4:00pm • All regular and essential job responsibilities carried out • Update staff on current situation 	<p><u>Staffing:</u> Reduced In office via telework</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • All areas cutting back on coverage in the front office • Social distancing • Increased sanitation • Send out emergency communications with employees • Update stakeholders on social media and website regarding limited office functions • Order extra sanitation supplies as needed 	<p><u>Staffing:</u> Out of office, accessible by telework & phone</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Front office closed but still available remotely and by phone. Telework as much as possible Monday through Friday • On call as needed for operational, human resource, and commission needs • Update stakeholders on social media and website regarding closures
Finance	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Normal Services – staff in office 	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Flex Schedule • Expanded use of email approvals and routing and telework 	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Scheduled time in office to avoid overlap and only for work that cannot be done remotely (Essential). All other work remote • Paper checks for A/P limited to bi-weekly or once per month • Paper paychecks mailed to homes • Video/telephone meetings (no in-person meetings) • Email approvals and routing for invoices, contracts, etc.

Staffing Levels for Pandemic Response (Continued Page 2 of 6)

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Legal Department	<p><u>Staffing:</u> General Counsel working from Admin office; (remote working as necessary)</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • All regular and essential job responsibilities carried out. • Present at Admin Office 7:30 a.m. to 5:00 p.m. 	<p><u>Staffing:</u> General Counsel working from Admin office; (remote working as necessary)</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Only initiate litigation that is necessary to protect the immediate interests of the agency (emergency injunction, appeals), or if needed to avoid statute of limitation concerns • Honor all court-imposed deadlines, but seek extensions/continuances if possible • Prioritize agency declarations, resolutions, contracts, policies/procedures that may help agency and employees prepare for emergency • Prioritize requests from community partners that may respond to an emergency • Legal Action Requests from Department Heads only • PRA requests should be extended 	<p><u>Staffing:</u> Telecommuting, only report to admin office or other location if work is considered essential.</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Legal services that are necessary to assist in compliance with legally mandated activities and critical sector services
Properties	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • All regular and essential job responsibilities carried out. 	<p><u>Staffing:</u> Reduced In office and telework</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • All regular and essential job responsibilities carried out. 	<p><u>Staffing:</u> Telecommuting, only report to admin office or other location if work is considered essential.</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Respond to maintenance requests including emergency issues such as plumbing, broken windows, depending on FM/contractor availability • Emergency and resource notices to tenants • Request and forward info on status to tenants • Participation on the Pandemic Response

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Marine Terminal & Security	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Normal Terminal operations 	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Flex scheduling • Work remotely • Regular Terminal Operations 	<p><u>Staffing:</u> Operating at a reduced level. Staffing will be determined by required terminal and ship services for specific job</p> <ul style="list-style-type: none"> • 1 Non-Represented Management staff during day shift • 1 Non-Represented Security Staff (guard shack) all shifts when 104 Vessel is at berth • 1 Non-Represented Security Staff (mobile) during night and swing shifts (M-S) • Staff up as needed for vessel/terminal <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Develop rotating schedule for Operations Manager and Operations Supervisor • Bring in maintenance and admin personnel as needed for specific cargo operations. All staff not required at work to stay home. • Admin work remotely unless called in for specific cargo operations. Operations Manager and Operations Supervisor to rotate 7 days on and 7 days off being onsite

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Log Yard	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Normal Log Yard operations 	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social Distancing • Regular Log Yard operations 	<p><u>Staffing:</u> Reduced level of ILWU Log Yard personnel. Required Log Yard personnel and services will be determined for specific job</p> <ul style="list-style-type: none"> • 1 ILWU lead and 1 operator to support Log Yard Operations. Additional staffing brought in as needed (M-F) • If Log Yard Operations do not merit staffing, then ILWU personnel will be sent home <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Develop rotating on schedules • Bring in Log Yard and support personnel as needed for specific operations • Operations Manager on-site or on-call as required
Mech Shop	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Normal Mechanics Shop operations 	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Regular Mechanics Shop operations 	<p><u>Staffing:</u> No, Port Mechanic Shop ILWU personnel on-site. Required Mechanic Shop personnel and services will be determined for specific job and maintaining of essential functions</p> <ul style="list-style-type: none"> • If deemed necessary by management 1 ILWU lead and 1 mechanic to be called in during day shift (M-F) or emergency (M-S). <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Bring in support personnel as needed for specific operations. • Operations Manager on-site or on-call as required.

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Facility Maintenance	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u> Normal Facility Maintenance operations</p>	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Reduce maintenance and repair 	<p><u>Staffing:</u> Admin personnel part time. Remote work from home</p> <ul style="list-style-type: none"> • 1 ILWU person assigned to airport for essential services • ILWU Workers will be called in for maintenance and repair of essential services as needed <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Admin personnel to evaluate and call ILWU workers with work assignments for essential services • ILWU assigned to airport for runway inspection and essential repair and service • Respond to maintenance requests and determine if they are pertaining to essential services.
Engineering & Planning	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u> Normal services – staff in office</p>	<p><u>Staffing:</u> Reduced In office via telework</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Weekly construction progress meetings with contractors or consultants conducted with limited exposure or telephonically, or frequency of meetings reduced. 	<p><u>Staffing:</u> None in office, telework</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Staff off or working from home • Limited trips into the office to retrieve active hard copy files or reference materials • Weekly construction progress meetings with contractors conducted telephonically, or canceled if contractors are not working • All other meetings with consultants conducted telephonically • Work with Finance group for electronic approval of contacts, invoices, and pay applications • On-site inspection will continue to maintain permit compliance

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William R. Fairchild International Airport (KCLM)	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Normal airport operations 	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing and sanitary protocols • Reduce coverage in front office • One Person in vehicle at a time • Regular airport operations 	<p><u>Staffing:</u> Teleworking implemented as much as possible for office staff</p> <ul style="list-style-type: none"> • Airport Director working from Admin. Office, as needed • Airport Manager working from FIA manager office • FM Airport-lead based at Airport FM facility. • Key airport personal above maintain extreme social distancing <p><u>Services:</u></p> <ul style="list-style-type: none"> • FIA operational • Admin office closed • Social distancing with all airport tenants, customers and Port employees. • Heightened level of cleaning and sanitizing • One person in vehicle at a time • Teleworking implemented as much as possible for office staff
Marinas	<p><u>Staffing:</u> Normal Level</p> <p><u>Services:</u> Normal operations at marinas</p>	<p><u>Staffing:</u> Reduced coverage and work capacity</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Possible reduction in marina office operational hours • Authorize altered work schedules in the marina office to limit exposure of staff to the public • Accommodate staff with underlying health concerns • Limit maintenance staff to repair work orders only • Maintain regular security 	<p><u>Staffing:</u> Essential personal only</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Social distancing • Close marina office operations. Maintain (1) staff to monitor facility and phone. • Develop rotating schedules • Maintenance call-in for emergency repairs only • Maintain regular security