

April 6, 2020



Waterson Terminal Services

PORT OF PROVIDENCE, RHODE ISLAND

TO: WATERSON TERMINAL SERVICES STAFF, ILA 1329, ILA 2001, ProvPort Tenants and Visitors

CC: Corey Tabor, President ILA 1329

CC: John Martinelli, President ILA 2001

CC: ProvPort Tenant Facility Terminal Managers

CC: Chris Waterson, General Manager

FM: John Gustus, Director of Operations

RE: COVID-19 Health & Safety Procedures – UPDATE 1

COVID-19 continues to pose a significant public health and safety risk in Rhode Island, and as such significant measures to limit exposure to the virus must be taken by all stakeholders at ProvPort. The following procedures shall go into effect immediately and will remain in force until the COVID-19 public health emergency has ended.

1. **All personnel shall not report to work or enter the port if demonstrating symptoms of Coronavirus.** Symptoms include but are not limited to fever, shortness of breath, cough and sore throat. For a more detailed overview of symptoms and precautionary measures, visit the Centers for Disease Control & Prevention COVID-19 website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
2. **All personnel should not touch coworkers, including shaking hands.**
3. **Personnel should practice good hygiene,** including frequent hand washing with soap, coughing into elbow, and cleaning working surfaces before and after use.
4. **Personnel should practice “social distancing”.** Maintain a minimum of 6 feet of spacing between the next closest person.
5. **Personnel working in close proximity to others (inside 6 feet) shall wear proper PPE.** Employees engaged in cargo operations in close proximity to others, shall wear nitrile gloves and dust masks for the entirety of their shift.
6. **All personnel, visitors and vendors shall wear gloves and a face covering prior to entrance to the port.** Face coverings are now recommended by the Centers for Disease Control. The only exception to the wearing of face coverings and gloves is for those people who will not leave their vehicle for the entirety of their time on property; for example, truck drivers receiving a load of cargo who remain in their vehicle while in the port.

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- 7. All confirmed and presumptive positive cases of COVID-19 among WTS, ILA, or tenant staff shall be communicated to WTS leadership to determine the extent of possible exposure.**

The public situation surrounding COVID-19 is evolving rapidly, these procedures will be updated and communicated as required by changes to the situation. Please reach out to me with any questions about this policy.

Thank you.
John Gustus, Director of Operations
Waterson Terminal Services