Town of Wellfleet Marina

Pandemic (COVID-19) Continuity of Operations (COOP) Plan
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I. INTRODUCTION
The mission of the Wellfleet Harbormaster Department is to provide services to ensure the safety of the public on the waters of Wellfleet, and to provide safe access to our waterways, piers and docks.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:
- Be sure to continually be prepared 24/7 for any emergency on our waters and to respond to the best of our ability.
- Continue the enforcement of our the Federal, State, and local boating laws, and help boaters in need.
- The Harbormaster Department will continue to maintain and repair all assets including buildings, vessels, piers, floats and docks.
- The Marina will continue to provide fuel for all vessels and continue to inspect and maintain all aspects of the Marina fueling system as required by 310 CMR 80.00 Underground Storage Systems.

III. ESSENTIAL FUNCTIONS
Following is a list of essential functions of the Wellfleet Harbormaster Department.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Essential Functions</th>
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<tbody>
<tr>
<td>1</td>
<td>Provide for the public safety on the waters of Wellfleet</td>
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<tr>
<td>2</td>
<td>Enforcement of Federal, State, and local boating laws and regulations</td>
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<tr>
<td>3</td>
<td>On call 24/7 for water emergencies</td>
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<tr>
<td>4</td>
<td>Maintain marina buildings</td>
</tr>
<tr>
<td>5</td>
<td>Secure and maintain piers and docks</td>
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<tr>
<td>6</td>
<td>Continuation of Financial duties, payroll, bills, marina application renewals etc.</td>
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</tbody>
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IV ORDERS OF SUCCESSION
If the Harbormaster is unable to respond to perform any of the duties needed, Will Sullivan will be next in the line of succession to perform these duties at the Marina.
Successors

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<tbody>
<tr>
<td>Michael Flanagan Harbormaster</td>
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<tr>
<td>Will Sullivan   Assistant Harbormaster</td>
</tr>
</tbody>
</table>

Delegations of Authority

The Harbormaster may delegate any role within this plan to a successor or any other employee of the Town if willing.

VII. MITIGATION

Currently, the Marina Department is working in separate locations and practicing social distancing. The front door to the office is locked and we continue to wipe down and disinfect all surfaces and doorknobs regularly.
Appendix A: Emergency Polices