



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



Situation Status Report

INCIDENT NAME: COVID-19

CITYWIDE READINESS STATUS: Full Activation

ECC GENERAL PHONE: 503-823-2323

INCIDENT WEBSITE: City of Portland [COVID-19 information website](#)

OERS #: 2020-0528

PREPARED BY: Lisa Osterberg, Situation Unit Lead

REPORTING PERIOD: 07/30/20 1700 – 8/06/20 1700

REPORT #: 39 (08.06.20 0001)

Next Situation Status Report will be released: Thursday, August 6.

Have something to add/update? **Bureaus and agencies should send inputs by close of the day Wednesday, August 5 to ECCsitstat@portlandoregon.gov with subject line: COVID Situation Update – [Bureau Name].** Reminder that this report will be publicly available [online](#).

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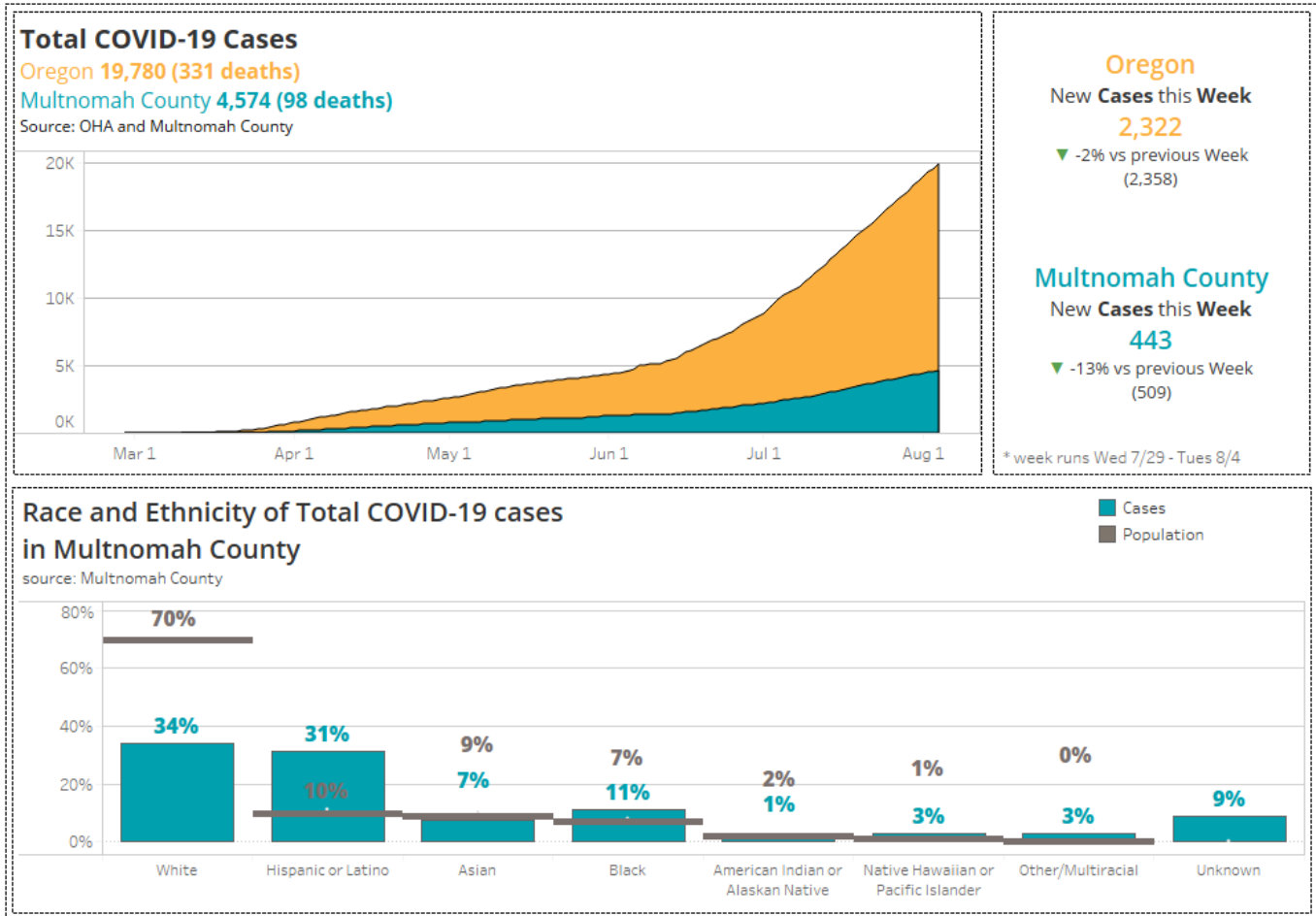
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****For the Word document version, hold the Ctrl button and click the page number on the right to take you to the section you would like. For the PDF version click the page number to take you to the section you would like.**

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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

Governor Brown announced that two counties would go back to baseline status and phase 1 from phase 2; Multnomah County is on Governor Brown’s “Watch List” for the second week in a row; The Oregon School Activities Association (OSAA) is delaying all fall sports to spring.

Local and Regional News

- As of August 6, there are 153 confirmed Coronavirus hospitalizations in Oregon. The Oregon Health Authority (OHA) releases these numbers daily.
- As of August 6, the Hispanic, Black, Native Hawaiian/Pacific Islander, multiracial and unknown race populations in Multnomah County remain disproportionately represented in [COVID-19 cases](#).
- On August 5, The Pacific Islanders in Oregon are [experiencing COVID-19](#) at disproportional rates.
- On August 5, the Oregon School Activities Association (OSAA) [announced](#) that all Oregon Sports including football will be delayed until spring.
- On August 4, Warm Springs Reservation [extended](#) its quarantine for residents to August 11.
- On August 4, the Trout Creek Bible Camp near Corbett had [11 campers and 14 staff members](#)

[test positive to COVID-19](#). All were 20 years old or younger.

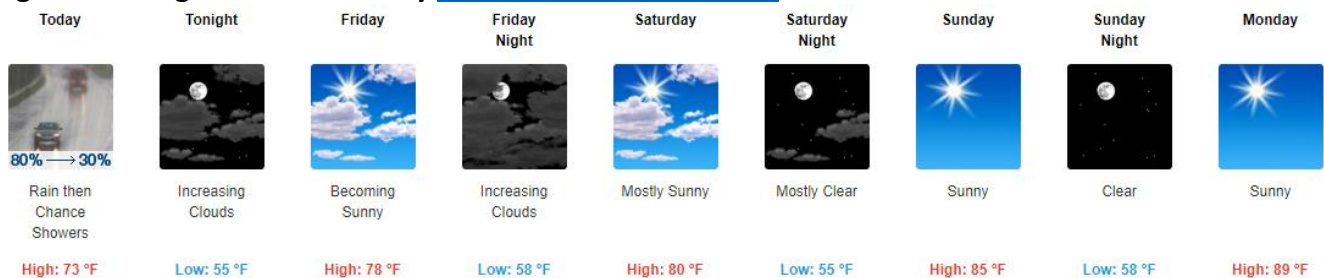
- On August 3, Portland Community College began a [virtual contact tracing course](#). Participants have two weeks to complete six modules.
- On August 3, Multnomah county [entered a second week](#) on the Governor's COVID-19 Watch List.
- On August 1, Governor Brown [announced the launch of new financial programs](#) to assist Oregon Agricultural Workers.
- On July 30, Governor Brown [announced](#) that Umatilla County would move back to a baseline Stay-at-Home status, and Morrow County would move back to Phase 1. Both counties have sustained growth in COVID-19 infections. A handful of counties were added to the "Watch List": Multnomah, Marion, and Hood River. Lincoln and Union Counties were removed from the Watch List.

National and International News

- On August 6, Los Angeles, California's Mayor [authorized the city to shut off](#) utility services (water & power) to properties where large parties and gatherings are being held that have close contact and people are not wearing masks.
- On August 6, The Dominican Republic Hospitals [hit capacity for COVID-19 patients](#).
- On August 5, [CNBC reports](#) that New York City is setting up check points at key entry points along main bridges and tunnels to the city to screen travelers coming from one of the 34 states deemed COVID-19 hotspots. If a visitor doesn't self-quarantine for 14-days, it could result in a fine up to \$10,000.
- The University of California San Francisco [wrote an article](#) about what COVID-19 does to the body.

WEATHER

August 6 to August 10 Forecast by [National Weather Service](#):



Currently with fire activity increasing nationally, the National Fire Preparedness level is at a 4 out of 5. Long-term forecasts for the Portland region indicate that this summer will be drier than the last. [Fire agencies are forecasting increased fire danger](#) for the season as compared with last summer.

B. ECC ACTIONS

COORDINATION SECTION

Aging and Disability

Provide resources to the aging and disabled populations to address the needs associated with health and safety, social isolation, food security and caregiving.

General:

- Continued meeting with community partners on CARES Act peer-to-peer care project.

- The CareWheels Project had a name change to App-Based Community Care or ABC Care.
- Bureau of Planning and Sustainability (BPS) will lead the ABC Care project. The ABC Care Project is a community outreach project to engage people with disabilities, youth, elders, and family caregivers, with a focus on immigrant and refugee communities.
- Participants of the ABC Care Project will engage with the Oregon-based nonprofit CareWheels and the CareBank app to increase awareness and understanding of remote peer-to-peer care and opportunities for interdependent distanced caregiving.

Caregiving:

- Received a request from St. John's Food Share for caregiver safety supplies. This organization serves houseless community members, a high percentage of whom have disabilities.

Effective Communication:

- Provided input on the accessibility of the Word and PDF versions for SitStat reporting.

Social Connections:

- Continued conversations with Parks and the Office of Community Technology regarding digital divide work.
- Review of Cyber Seniors online training materials as a resource for Digital Divide project.
- Created Facebook post to highlight the work of Geezer Gallery (posted by PP&R's Senior Rec).
- Researched and incorporated accessible Zoom meeting resource information (including template from OEHR/Effective Communication) into PP&R staff and participant training material.

Equity & Language Access

Apply the City's Equity Toolkit and the Results-Based Accountability framework across all ECC objectives, projects and priorities. Ensure ADA compliance and nondiscrimination based on national origin in all external communications.

- Assisted Parks Community Gardens with resources for Do Your Park safety signs and connected them with JIC for additional sign translations.

Food Security

Address food security needs with the most vulnerable communities in Portland.

[ECC Food Security Project Dashboard](#)

LUNCH + PLAY

Program website: [Lunch + Play](#)

Portland Parks & Recreation's (PP&R) FREE LUNCH + PLAY program works with five school districts to provide nutritious meals and recreational activities during summer break. In park-deficient east Portland, PP&R and its sponsors bring meals to apartment complexes and underdeveloped parks through the Mobile Lunch + Play program.

- Confirmed that last day of all Lunch + Play sites will be August 13. Communicated this to ECC staff, PP&R staff, and PP&R Managers and Supervisors.
- Worked on confirming a communications plan with school districts before starting to let the general public know the end date, mainly online and via social media.
- Finalized performance schedule for Cascade Blues Association pop ups.

- Continue working on BIPOC artist performance schedules. Pop up performances: July 30- Opera a la Cart performance at Gateway Discovery Park and August 4- Cascade Blues Association at Kenton Park.
- Scheduled photographer to capture images of Grab ‘n’ Go activity kits hand out/use and of pop up performances.

CULTURALLY SPECIFIC FOODS

Partnering with Equitable Giving Circle, a Black-led group of Portland businesswomen who have organized to address structural racism and economic inequity by purchasing CSA shares from BIPOC farmers to feed BIPOC families lacking access to fresh foods, identified in partnership with trusted community-based organizations. Equitable Giving Circle will buy 300 CSA shares from local BIPOC farmers to feed the 300 selected BIPOC families with high-quality, locally grown, organic produce, proteins or other pantry staples, for 22 weeks over the 2020 growing season, from June through November.

- **Waiting for confirmation from Procurement that the Equitable Giving Circle contract was finalized.**

FOOD BOX DELIVERIES

In partnership with Hood to Coast we are implementing aspects of three programs to support food security. These include distribution of 100 contactless home food box deliveries a week for SUN Community Schools; 1,000 bulk deliveries a week to local organizations serving the aging and disabled and communities of color. Hood to Coast will also provide courier service of thousands of meals to 10 Lunch + Play mobile sites in outer east Portland. Program focus is on the following communities: Aging/Disabled; BIPOC; Black/African American; Latinx; Native American and Pacific Islander.

- **Created efficiencies with Hood to Coast contractor so that they can see food box requests as they come in each week.**
- **Worked on proposal to amend Hood to Coast contract. They are regularly delivering well over the 1,100 weekly food boxes that is outlined in their current contract.**
- **Hood to Coast indicated that they will not charge for the additional boxes, but made a resource request to rent vehicles to assist with distribution of the larger requests.**
- **Received wonderful feedback from the President of Sierra Leone NW Association who has been organizing volunteers to help load food boxes into community member’s cars each week.**
- **Requests for 1,887 boxes have already come in this week. The deadline for requests is Wednesdays at noon.**

Food Box Deliveries August 3 – August 7

Organizations	Boxes
APANO	5
Black Community of Portland	250
Black Resilience Fund	300
Community Alliance of Tenants	17
Familias en Acción	35
HAKI Community Organization	300
Human Solutions	395

Organizations	Boxes
<u>Lutheran Community Services - Nepalese / Bhutanese Community</u>	10
<u>Mother & Child Education Center</u>	15
Overlook Houseless Support Group	16
<u>Real Choice Initiative</u>	18
<u>REAP</u>	100
<u>Rose CDC</u>	105
<u>St. John's Food share</u>	240
<u>Togo Community Organization of Oregon</u>	25
TOTAL	1831

Focused on the following communities: Aging /Disabled, BIPOC, Black/ African American, Latinx, Native American, and Pacific Islander / Tongan.

HOUSELESS MEALS

Ongoing coordination with the following organizations to ensure meals at houseless camps are available citywide: Because People Matter, Blanchet House, Free Hot Soup, Free Lunch Collective, Frontline Foods, Our Impact: Union Gospel Mission, Portland Rescue Mission, and Stone Soup.

- **Coordinating with ECC Logistics on the bulk supply requests for meal providers.**

PDX CARES FOOD CARDS

The goal of this program is to reach those with the greatest food security needs and to focus on populations that will continue to be most impacted over time. Working in collaboration with Multnomah County to issue \$1 million in PDX CARES cards. The cards are in \$250 increments, based on household size. Households of 1-3 people receive one card of \$250, and households of 4+ people received (2) \$250 cards for a total of \$500. Recipients will be selected in partnership with Community Based Organizations (CBOs) identified by the Joint Volunteer Information Center (JVIC). This CBO engagement ensures assistance reaches those who may not qualify for federal aid based on immigration status, and hesitation about accessing government services.

- **Confirmed number of cards and date for Vietnamese Community of Oregon distribution, the week of August 10.**
- **Received additional information from Multnomah County about which Community Based Organizations (CBOs) they contracted with.**
- **Distributed cards with Black Community of Portland on Wednesday, August 5.**

JVIC

Coordinate volunteers and respond to offers and requests for assistance from the community.

- **Worked on revising journaling system in dashboard tracker.**
- **Refined system for forwarding resource requests from CBOs through JVIC to Logistics.**

Sheltering and Restroom Access

Provide houseless individuals access to shelters that allow safe physical distancing, and additional hygiene facilities to promote public health.

- Continued discussion with multiple stakeholders around transitioning temporary Outdoor Emergency Shelters for both short term and long-term planning and management.

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

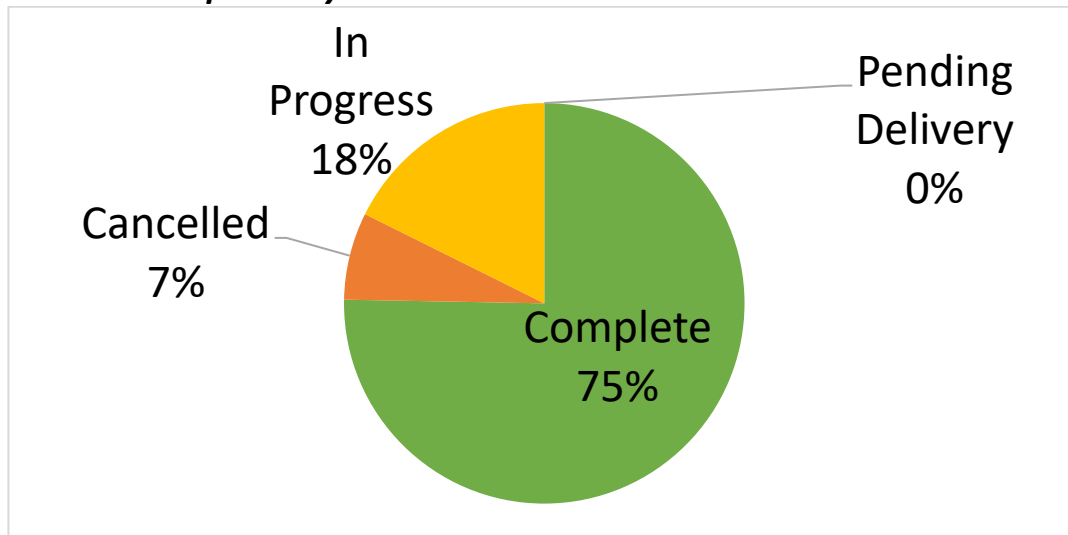
- Drafted agreement has been completed for the Grant Management training.
- Reconciled all expenses for Hygiene Stations. Created master spreadsheets with station locations and pulled contract information for each project.

LOGISTICS SECTION

Accomplishments (as of 08/05/2020):

- Meals delivered to date to the temporary Emergency Outdoor Shelters: 31,879.
- Logistics helped BTS enable Guest access to Microsoft Teams sites inside the City of Portland’s cloud infrastructure.
- The Logistics section has filled two-thirds of the JVIC backlog of requests. We are on track to fill all backlogged requests from JVIC partners.

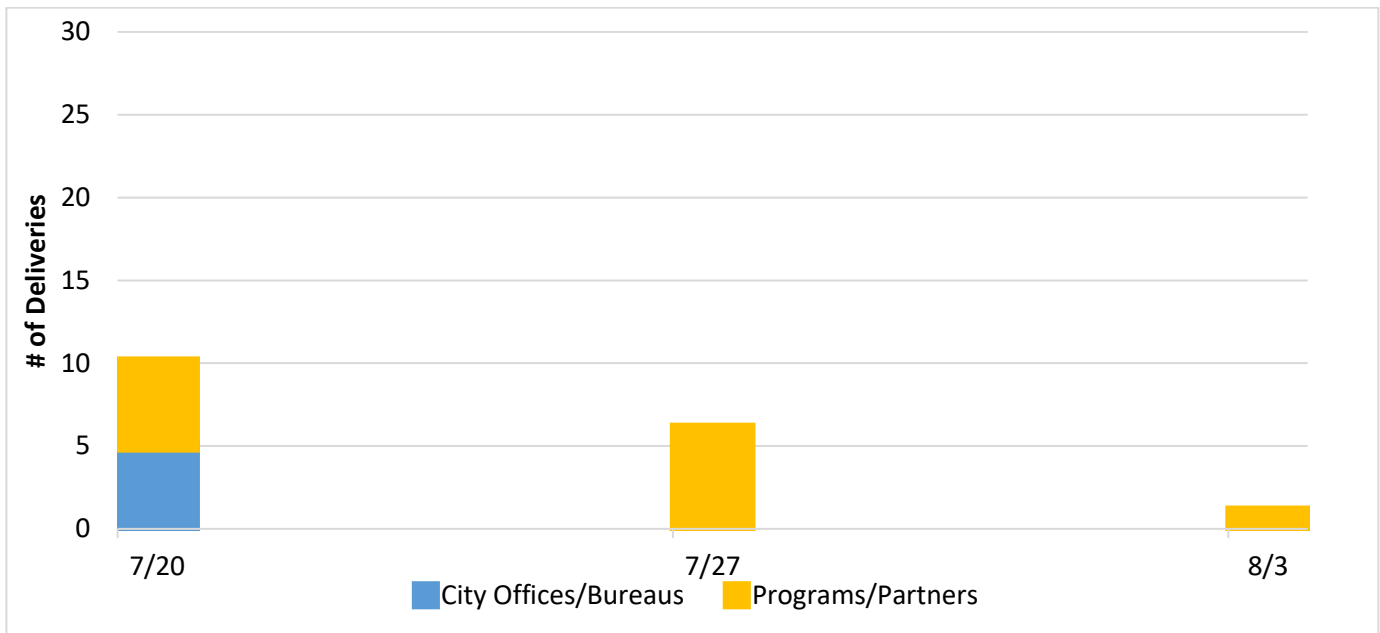
Resource Requests by Status



Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. The Supply Unit also continues to purchase and distribute toiletries and paper products in support of the JVIC. From July 30 – August 4, supplies were provided to the following community partners:

- Community Alliance of Tenants (CAT)
- Ethiopian and Eritrean Cultural and Resource Center
- Impact NW
- New Avenues for Youth (NAFY)
- Portland Opportunities Industrialization Center



Critical Resources

Item	Received	Distributed	On Hand	% Distributed
Bottles (various sizes)	23,928	17,344	6,584	72%
Disinfectant Spray (gal)	35,470	35,290	179	99%
Face Coverings	25,600	23,355	2,245	91%
Gloves (various sizes)	308,640	113,634	195,006	37%
Hand Sanitizer (gal)	1,124	576	548	51%
N95 Masks	5,454	3,526	1,928	65%
Procedure Masks	79,001	30,706	48,295	39%
Wipes (75-ct)	3,063	2,089	974	68%

Distributions by Entity

Distributed to Date	Bottles for Disinfectant	Disinfectant Spray	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (75ct)
BDS	322	0	1,500	0	12	0	0	0
BES	44	4	430	0	1	60	200	6
BFPDR	0	0	51	0	0	0	0	0
BHR	3	0	270	200	0	0	50	0
BOEC	144	0	450	8,100	9	0	1,050	63
BPS	0	0	320	0	0	0	0	0
BRFS	0	0	600	50	0	0	0	0
BTS	14	1	788	0	1	0	0	0

Distributed to Date	Bottles for Disinfectant	Disinfectant Spray	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (75ct)
OMF/Fleet	271	20	775	200	19	200	1,210	1
PBEM/ECC	39	2	166	430	3	48	202	6
PBOT	2,509	28,193	3,265	11,300	204	400	13,862	129
PF&R	437	0	0	30	95	160	0	198
PHB	17	0	220	700	1	0	270	15
PP&R	1,105	7,050	4,477	45,100	145	350	8,580	295
PPB	386	2	7,152	0	3	2,000	0	303
PWB	372	11	1,833	10,350	43	100	2,412	105
Other Offices/Bureaus*	163	1	890	324	9	108	0	4
Other Programs/Partners+	11,518	7	168	36,850	31	100	2,870	965
Total	17,344	35,290	23,355	113,634	576	3,526	30,706	2,089

Notes:

* Includes, but is not limited to, the City Attorney's Office, City Auditor's Office, Commissioners' Offices, Mayor's Office, the Office of Civic Life, and the Office of Equity and Human Rights.

+ Includes, but is not limited to, NET, Aging and Disability Program, JVIC and temporary Outdoor Emergency Shelters.

JVIC Inventory (Not Included in Above)

To date, the Logistics Section made deliveries to the following organizations through the JVIC: Africa Family Holistic Health Organization, Beyond Black, Bhutanese Refugees, Black Community of Portland, Disabled Refugee Alliance, Home Forward, Human Solutions, Impact NW, IRCO - Africa House, Karen, Speaking Community, Metropolitan Family Services – Belmont, Mingala Grocery, Nepali Bhutanese Community, Oregon Public Health Institute, Portland Opportunities Industrialization Center, Reach CDC, Urban League Senior Center, Utopia PDX, Verde and Village Gardens Public Health Institute.

Item	Received	Distributed	On Hand	% Distributed
Anti-Perspirant	707	676	31	96%
Bar Soap	1,692	1,085	607	64%
Conditioner	602	602	0	100%
Diapers (various sizes)	3,224	183	3,041	6%
Hand Soap	547	534	13	98%
Laundry Soap	1,204	888	316	74%
Paper Towels	4,384	3,699	685	84%
Procedure Mask	9,600	1,725	7,875	18%
Razor	896	410	486	46%

Item	Received	Distributed	On Hand	% Distributed
Shampoo	1,204	717	487	60%
Toilet Paper	7,845	7,184	661	92%
Toothbrush	1,253	940	313	75%
Toothpaste	1,437	1,000	437	70%

JOINT INFORMATION CENTER (JIC)

Accomplishments:

- Accepted donation of 20,000 disposable masks from Nanjing, China and [posted photos and a blog post](#) on social media.
- Posted COVID-19 safety and employee resource web page for Citywide staff use. Coordinating with BHR to ensure a promoted link is present on the Health and Benefits page.

C. CITY BUREAU CONTINUITY OF OPERATIONS PLAN (COOP) STATUS

Bureaus with impaired Essential Functions or a COOP status other than “Active” are displayed in the table below. All other bureaus not displayed in this table have COOPs in Active status and no essential functions impacted.

Bureau/Office	COOP/Incident Command Post Status	Essential Function* Status
Development Services (BDS)	Active	All permits being accepted electronically. Plan Review and Land Use Service divisions receiving fewer applications; review times extended due to remote technology challenges.
Emergency Communications / 911 (BOEC)	Partially Active	No Essential functions impacted
Fire & Rescue (PF&R)	Inactive	One Tier 3 essential function suspended: public education office.
Housing	Active	HOME rental inspections delayed
OMF Technology Services	Active	BTS has paused any non-essential projects and has previously set bureau expectations for project delays.
Parks & Recreation (PP&R)	Active, BICP Active	Some essential functions modified.
Police (PPB)	Active, BICP active	Two Tier 1 essential functions are impaired, by 20% or less: Payroll and Technology Critical Infrastructure Maintenance 15 Tier 2 and 3 essential functions are impacted to varying degrees.
Water (PWB)	Enhanced Operations	No Essential functions impacted

**Bureau level essential functions are categorized in four tiers based on the targeted duration of time and a service level within which a function must be restored after a disruption to avoid unacceptable consequences.*

Tier 1: 0-12 hours; Tier 2: 12-72 hours; Tier 3: 72 hours – 10 days; Tier 4: 10-30 days

D. BUREAU DETAILS

- **Bureau of Technology**
 - The Justice Center 11th Floor is now open and there are 1-3 BTS staff on site each day.
- **Portland Water Bureau**
 - Safety section will conduct site visits designed to evaluate work crew personnel's understanding of safety requirements and expectations, including their knowledge of COVID-19 physical/social distancing and face covering compliance. Crews will receive advance notice prior to visits. The visits are intended to be instructional and informational in nature.
 - Safety provides weekly safety talks, currently being provided via e-mail, that include COVID-19 CDC guidelines, bureau and city rules, health self-check information, and other safety recommendations.
 - A COVID-19 Accommodations Task Force presented recommendations to the Management Team this week.
 - Ergonomic remote evaluations and working from home injury-free recommendations and resources were shared with all staff, including the topic of chairs and how to ensure comfort and ergonomic fit.
 - A study on the FEMA reimbursement process is underway that will result in reference material and checklists within a comprehensive SOP covering the gathering and submitting of COVID-19 costs to FEMA and Working through the PBEM/ECC processes.
 - Several COVID-19 informational presentations and Q&A sessions were held to inform individual groups within the bureau of state guidelines, discuss scientific advancements including vaccine research, Oregon and Multnomah County case trends, and the national and global outlook.
 - Engineering is holding an All Hands meeting this month that will include a COVID-19 update and information from Multnomah County Health, to inform staff of coronavirus news and developments, along with health guidelines.
 - Working with Oregon Water/Wastewater Agency Response Network (ORWARN) and Oregon Association of Water Utilities (OAWU), the Bureau is beginning a phase 2 distribution of FEMA-supplied face coverings to all water utilities in Oregon.

E. PARTNER INFORMATION

FREE COVID-19 TESTING

- Self-Enhancement Inc has added additional free COVID-19 testing for the African American Community. To make an appointment visit [here](#). Drive up and walk up testing are available on:
 - Thursday August 6 – 11-3pm (2-3pm walk up testing)
 - Friday August 7 – 3-7pm (6-7pm walk up testing)

STATE

Oregon Health Authority

- OHA released a special [Pediatric COVID-19 Report](#).
- OHA shared alternatives to in-person gatherings:

- Drive-through celebrations for [birthdays](#), [showers](#) and other milestones.
- Multiplayer features on your computer, gaming console or favorite online game to host a game night with friends.
- [Host watch parties with your](#) friends using your streaming video app of choice
- Videoconferencing such as Skype, Zoom, FaceTime, Google Hangouts for all types of informal get-togethers, including cooking parties, [dinner parties](#), [book clubs](#) and more.

Oregon Department of Human Services

- The [Oregon Department of Human Services](#) received approval by the federal Food and Nutrition Service to continue through August providing increased food benefits and waive interview requirements for new applications to make it easier and faster for Oregonians to access the benefits. This will result in an additional \$30 million to eligible Supplemental Nutrition Assistance Program (SNAP) recipients in August.

F. RESOURCES

RESOURCES UPDATE

Our resource information is now located on the [COVID-19 webpage](#). The resources page will have information on resources from Multnomah County, City of Portland, Asking Questions and Getting Help, Equity, Volunteering, About COVID-19, Well-being, Housing, Homelessness, Workplace, Food Security and Portland Area Schools & Universities.

APPROVED BY ECC COMMAND

Created by	Lisa Osterberg
Date/Time	August 6, 2020 15:00
Approved by	Katy Wolf
Date/Time	August 5, 2020 17:08

G. APPENDIX A – FORWARD PLANNING DIGEST



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



FORWARD PLANNING DIGEST

We are shifting the Forward Planning Digest to every other week. Our next Forward Planning Digest will be on Thursday, August 13.

H. APPENDIX B – CURRENT EAP OBJECTIVES 7/31/20-8/14/20

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (7/31/20 – 8/14/20):

1. Directly protect human life and public health, including the safety and health of all City employees, and incident responders.
2. Proactively identify issues that could pose financial, legal or other risks to the City and our staff. Develop policies that reduce risk to the City and our workers, including reducing the risk of virus transmission. Ensure that response actions do not introduce new risk to the City, staff or volunteers.
3. Support the delivery of emergency services that the City and public depends on.
4. Create and maintain an ECC workforce that is oriented towards sustainability for a long-term incident requiring remote work and promoting ECC staff health and safety.
5. Minimize non-essential efforts and make wise use of resources in anticipation of a long-duration incident.
6. Uphold confidence in City government and demonstrate a unified City effort in response. Use established chains of command and agreed-upon processes for decision-making and communication.
7. Maintain unity of effort for strategic response and recovery planning for economic assistance to affected communities; maintain frequent and open communication between the ECC and City leadership, Prosper Portland, the Mayor's office, and state and federal agencies working on economic recovery efforts.
8. Address the immediate food security, personal protective equipment, and sheltering needs of Portland community members experiencing the largest disparities. Work to recognize, assess, and reduce disparities in the provision of all services and resources provided to the public. By focusing on decreasing disparities, we create an emergency response system that works for everyone.
9. Ensure compliance with Civil Rights Title VI and ADA Title II in all ECC functions. Center our work in service to communities most impacted by COVID-19, which are: Black and Indigenous communities, communities of color, immigrant and refugee communities, people with disabilities and underlying conditions, and people with intersectional experiences of oppression.
10. Create an equitable workplace where employees experience a culture of belonging and inclusivity. Serve as a model of equity and collaboration for other bureaus.
11. Create opportunities for Portland employees who are also members of impacted communities to grow professionally and demonstrate leadership through work in the ECC.
12. Build relationships of trust with community members, partner organizations, and jurisdictional partners, and work to ensure our recovery is building towards a resilient, prosperous, healthy, equitable, and just city for all.

ECC OBJECTIVES (7/31/20 – 8/14/20)

1. ***ECC-Administration/Command:***

- a. Institute new two-week operational period, and with Forward Planning, establish metrics to determine when to return to a one-week operational period.
- b. **[NEW] Finalize section chiefs' list of primary candidates for surge or re-staffing of the ECC. ECC Manager to formally reach out to candidates and their bureau leadership to build support.**
- c. **[UPDATE]** Partner with BHR and deliver a two-part ECC Foundational Leadership Skills training exploring the foundational elements of leadership and building on their knowledge

- of equity, inter-cultural and multi-generational communication to optimize team dynamics. Make the training accessible to any ECC staff currently leading or who would like to lead a section or program in the ECC. Initial delivery is scheduled for July 15 and **August 12.**
- d. Improve Resource Unit processes by implementing a scheduling software and begin testing the software. Continue use of interim solution until a software is deployed.
 - e. Develop position Task Book Training Program of qualifications for specific ECC positions for future deployment. Task books should identify the competencies, skillsets, and responsibilities that personnel should demonstrate to become qualified for a defined ECC position.
 - f. Institute an offboarding survey process for ECC staff transitioning out of their temporary assignment and integrate results into the after-action process.
 - g. Institute an offer letter for all new ECC staff accepting temporary assignment offers, to ensure staff and supervisors understand commitments.
 - h. Expand use of the [City's Equity Toolkit for COVID-19 Community Response and Recovery Efforts \(Equity Toolkit\)](#) and the Results-Based Accountability framework across all ECC objectives, projects and priorities.
 - i. Use the ECC Effective Communications Guide in all external communications to help ensure ADA compliance and further our equity goals. A person with a disability should be able to share and receive information from the ECC as effectively as a person who doesn't have a disability.
 - j. Use the Language Access Guidance for the COVID-19 Response in all external communications to help ensure nondiscrimination on the basis of national origin. External communications should be accessible to all communities in simple language (8th grade reading level), more languages, mindful of cultural norms, and formats or platforms that facilitate meaningful access, such as audio, audio-video, etc.

2. **Coordination:**

- a. Aid the operations at temporary Outdoor Emergency Shelters for safety, intake, sanitation and food security for the shelter tenants until the end of the City of Portland Emergency Declaration.
- b. **[NEW] Work with HUCIRP and land-holding bureaus to identify sites that could be used for permanent houseless locations and convene Council Offices to identify 2021 funding for and relocation of current temporary Outdoor Emergency Shelters.**
- c. Support bureau COOP planners with planning for reentry based on framework provided by the City Workplace Safety Group (formerly known as the Citywide Reentry Work Group). Provide a twice monthly venue for the Work Group to present updates and solicit input from bureau COOP managers, safety managers and emergency managers.
- d. Coordinate volunteers and respond to offers and requests for assistance through the Joint City-County Volunteer Information Center (JVIC) and reach out to and work with community-based organizations to streamline requests. Prioritize the distribution of identified supplies using the Equity Toolkit. Evaluate needs of CBOs the JVIC is currently working with and establish a process to contact and add additional CBOs to JVIC dashboard and caseloads.
- e. **[NEW] Prepare proposal for joint program between PBEM and Office of Community & Civic Life to: continue the JVIC work of building and maintaining relationships with CBOs and look at new ways of relating and engaging different community groups; solicitate feedback**

from CBOs about engagement if partner program was created; consider name change ideas for JVIC that highlights work with community partners and groups.

- f. Address food security needs with the most vulnerable communities in Portland: Identify and work with networks and leaders in communities of color/immigrant communities, elders at risk, and people with disabilities to determine the most appropriate ways to address their needs. Use this work to support locally owned food providers and culturally identified businesses during the economic crisis.
- g. **[UPDATE]** Continue scheduling time and locations with community-based organizations (CBOs) for direct distribution of PDX CARES food cards from City to CBO-identified households. Work with ECC Finance **to finalize** contracts for three CBOs that have requested cards for distribution through them. Finish distribution of cards to initial list of CBOs. **Begin distribution to** CBOs from County/ECC list to verify need and begin scheduling card distribution dates.
- h. **[NEW]** Created communication plan with the three school districts who provided the prepared meals for Lunch + Play program around Lunch + Play program ending dates and information about school meal distribution programs start dates.
- i. **[NEW]** Project amount of Lunch + Play funds that will be unused based on shortened number of program weeks and coordinate with Finance on how to use the unused funds in other Food Security project areas.
- j. **[NEW]** Drafted a proposal for providing more culturally specific foods to communities, for use in the event additional funding is allocated for Food Security projects.
- k. Finalize contract with Equitable Giving Circle and begin process of reporting on project deliveries in Food Security dashboard.
- l. **[NEW]** Continue development of transition plan for Aging & Disability team's projects with the ECC Equity Officer, Joint Information Center, Office of Equity & Human Rights and Office of Community & Civic Life.
- m. **[NEW]** Explore resources, programs and other available opportunities to address digital divide and enhance social connections for older adults and people with disabilities.
- n. Maintain daily updates by all project leads to the project tracker.

3. **Finance:**

- a. **[UPDATE]** Support the CARES Act allocation funding disbursement.
- b. **[NEW]** Review and audit incident expenses and submit project applications to FEMA for potential reimbursement.
- c. **[UPDATE]** Track all expenses pertaining to the Food Security Initiative and provide support to PDX CARES card distribution team.
- d. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the end of the City of Portland Emergency Declaration.
- e. **[NEW]** Provide financial guidance and support to the St. Johns Shelter project development.
- f. Review and update the Grants Management Division policy and procedures manual to ensure compliance with CARES Act requirements.
- g. **[UPDATE]** Create contract to provide CARES Act technical assistance and training.

4. **Joint Information Center (JIC):**

- a. **[NEW]** Coordinate with community and cultural media partners to launch media distribution of reopening messaging by August 14.
- b. Engage with regional partners about implementing a partnership campaign to encourage the

public to wear face coverings. Washington County has offered to fund a tri-county campaign.

- c. **[NEW] Promote the City's COVID-19 Employee Safety Toolkit resource webpage.**

5. **Logistics:**

- a. Review and provide supply requests in a manner equitable to City bureaus and community needs.
- b. Assist our local City and County partners with logistics for ongoing physical distancing shelters.
- c. Reinforce supply chains for bottles and bottle recovery through Printing & Distribution.
- d. Support JVIC in sourcing and providing resources for community members.
- e. Develop a plan to ensure efficiency and effective activation of Logistics personnel, supply sourcing, and City-wide supply chain setup during remobilization, demobilization, City reentry, and COVID-19 resurgence.
- f. Build stockpiles to ensure adequate logistic and resource capabilities in the event of COVID-19 resurgence, and in support of City reentry.
- g. Update safety warnings on all potentially hazardous supplies to include language that all users can understand.
- h. Maintain a rapid response capability for setting up temporary structures for COVID-19 testing, prescreening, medical care or other temporary structures and the associated equipment as needed and requested.
- i. Ensure availability of warehouse space to support short-term and long-term storage, staging, and preparation of resource requests.
- j. Enhance City supply chain capabilities by providing bureaus with equipment, supply, supplier, and procurement information, and ensuring current suppliers are added to SAP. Coordinate with ECC Finance as needed.
- k. **[NEW] Ensure efficient and effective service and support of our customers and partners through continual improvement initiatives, embracing new perspectives, and the continued cultivation of partner relationships.**
- l. **[NEW] Ensure our team structure and staffing model advocates for a healthy work life balance and allows participation in stress reduction and resiliency activities.**
- m. **[NEW] Provide leadership, coaching, and mentoring opportunities to team members.**
- n. **[NEW] Develop several experienced ECC participants who may be called upon during the current activation, and in the event of a secondary activation and future activations.**

6. **Planning:**

- a. **[UPDATE]** Prepare for the August 21 Disaster Policy Council meeting, in coordination with ECC Manager and City leadership.
- b. Assist and collaborate with the Equity Officer to integrate the Equity Toolkit and other equity practices into the work of the ECC and implement the Equity Officer objectives.
- c. Plan for pandemic resurgence (remobilization), end of pandemic (demobilization) and concurrent emergencies (wildfires, excessive heat, air quality event) with ECC and PBEM leadership.
- d. **[UPDATE] Finalize materials for and assist in facilitating** the Fall/Winter Virus Peak Tabletop Exercise for a pandemic resurgence rescheduled for the first week of August to increase participation. **Synthesize and document results to share with City leadership.**
- e. Develop tools to assess process improvements related to information flow, communication strategy, on and off boarding, and section staff planning, assisting in virtual ECC operations

and administrative support for other ECC sections.

- f. **[UPDATE]** Create a summary presentation of the ECC's role and accomplishments to date, process improvement recommendations, potential transitioning of some of its work to bureaus, and propose scenarios for the ECC's long-term role in City coordination, response and recovery. Deliver presentation **in August to City leadership**.

7. **Safety Officer:**

- a. **[UPDATE] Finalize Employee Exposure Strike Team documents.** Circulate the Employee Exposure Strike Team procedure, standing agenda and notification template to Strike Team. Be ready to implement the Strike Team process by **August 14**.
- b. **[NEW] Conduct illness in the workplace and contact tracing training for HR business partners, bureau safety professionals, and others, as needed. Complete the first round of training by the end of August.**

8. **Equity Officer:**

- a. Develop an Equity lens based on the Equity Toolkit, national best practices and resources, and other citywide Equity tools, (budget Equity tool) for use in all decision making, planning, program design, resource allocation, service delivery, and communications to ensure institutionalization of Equity throughout the ECC.
- b. Coordinate and oversee the Equity subject matter experts working to advise the ECC and develop a process for their advisement to ECC sections, their programs and program leads.
- c. Develop accountability and performance measures for ECC staff regarding implementing the Language Access Guidance, Language Access Tracking Tool, and the Effective Communication Guidance.
- d. Continue to advise and co-lead on processes for dissemination of the reopening guidance video in 39 languages.
- e. Ensure all Equity efforts of the ECC are in alignment with the Equity standards, guidance, tools, and policy set by the Office of Equity and Human Rights.
- f. Meet regularly with ECC section chiefs to support the implementation of Equity decision-making tools and processes across ECC sections.