



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: 08/06/20 1700 – 8/13/20 1700

REPORT #: 40 (08.13.20 0001)

Next Situation Status Report will be released: Thursday, August 20.

Have something to add/update? **Bureaus and agencies should send inputs by close of the day Wednesday, August 19 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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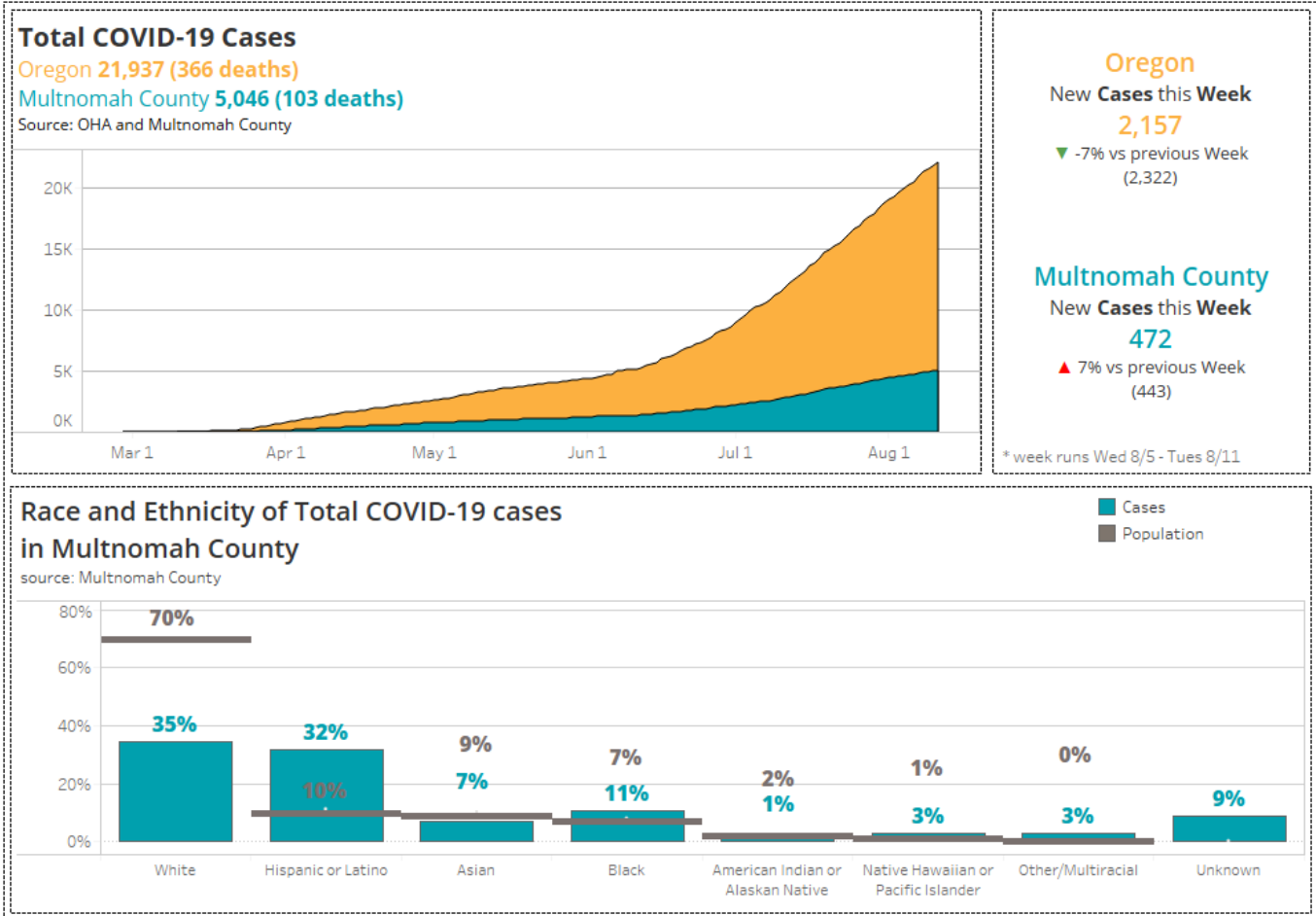
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A. SITUATION SUMMARY



for COVID-19.

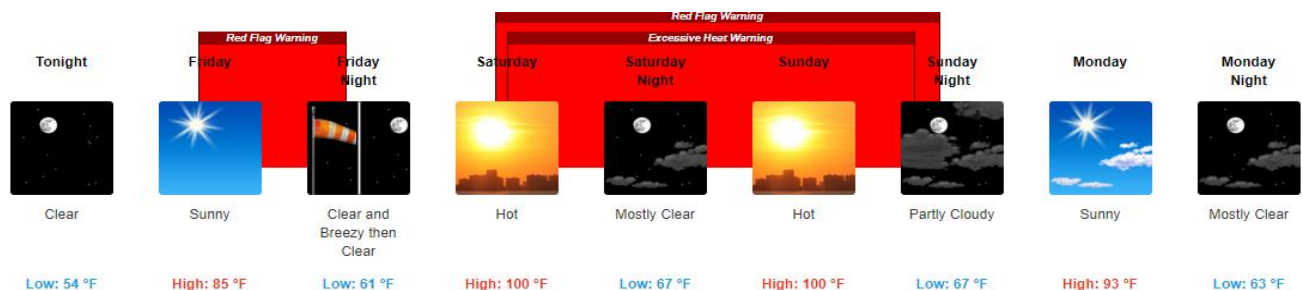
- On August 10, a report [stated](#) that “A majority of school districts in the greater Portland metropolitan area are still working on their plans for where teachers will teach this upcoming school year.”
- On August 10, [Willamette Week reported](#) on two mass layoffs including Aramark at Nike, and Alaska Airlines.
- On August 8, researchers created a [simple technique to analyze the effectiveness](#) of various types of face coverings and mask.
- On August 8, [Willamette Week reported](#) on a small outbreak of COVID-19 cases traced back to a business in Old Town Portland.
- On August 8, thousands of people [gathered](#) at Tom McCall Waterfront Park; most were not wearing masks or adhering to social distancing guidance.
- On August 8, Oregon health officials [stated](#) that COVID-19 cases plateaued.
- On August 7, OHA [posted](#) guidance on choosing the right material for face coverings and an updated watchlist for counties in Oregon.
- The tri-county region [meets](#) 3 of the 6 health indicators OHA is monitoring for moving to Phase II.

National and International News

- On August 13, the United Kingdom started [testing](#) a new app to help fight the spread of COVID-19.
- On August 12, Washington State officials [announced](#) new reporting that includes all coronavirus tests.
- On August 9, New Zealand [marks](#) 100 days with no new COVID-19 cases. Then on August 12, New Zealand had [another outbreak](#) due to a “quarantine breach.”
- On August 8, there were more than 900 new cases of COVID-19 [reported](#) in Washington State.
- Grocery prices in the United States are [rising](#) at the fastest pace in decades after the pandemic sickened food plant workers, broke supply chains, and caused other food distribution issues.
- 97,000 children [tested](#) positive in July for COVID-19, with a marked increase at the end of July, as schools continue to plan toward reopening across the country for the new school year.
- The Public Health Multi-Agency Coordination (MAC) is discussing its role in [communicating](#) about learning pods. There are [concerns](#) about disease spread, equity, and general safety/regulations for large groups of students.
- Mexico and other Latin American countries are [offering televised school](#) this fall, since not all families can access the internet.

WEATHER

August 13 to August 17 Forecast by [National Weather Service](#):



Currently with fire activity increasing nationally, the National Fire Preparedness level is at a 4 out of 5.

- [Fire Weather Watch in effect from August 14, 11:00 AM PDT until August 14, 11:00 PM PDT](#)
- [Excessive Heat Warning in effect from August 15, 12:00 PM PDT until August 16, 09:00 PM PDT](#)
- [Red Flag Warning in effect from August 14, 11:00 AM PDT until August 14, 11:00 PM PDT](#)
- [Red Flag Warning in effect from August 15, 11:00 AM PDT until August 16, 11:00 PM PDT](#)

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.

Caregiving:

- The caregiving team will distribute PBOT transportation vouchers.

Effective Communication:

- Met with ECC leadership, ECC Coordination, ECC Equity Officer and the Aging & Disability team regarding effective communication, disability equity, and transition planning.

Social Connections:

- Conversation with PP&R marketing staff about developing a participant survey.

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 with translation of 'Do Your Part' posters for PP&R to display at Community Gardens.

Food Security

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

[ECC Food Security Project Dashboard](#)

GENERAL

- Shared Executive Summary of the Department of County Human Services (DCHS) Food Access Baseline Survey findings with ECC leadership.

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.

- Assisted with two pop up performances: Cascade Blues Association at Montavilla Park and an Opera performance (in the rain) at Peninsula Park.

- Continuing to coordinate logistics for PDX CARES: Relief Fund Performance Grants for additional pop up performances, which start today, Thursday August 13.
- Lunch + Play social media featured the Nike Made to Play video.
- Provided PP&R Director with analysis of meals served this year vs. last year and projections through the end of program, scheduled for August 28.
- Continued communication with Portland Public Schools (PPS) about program end dates. Waiting for guidance on where kids and families can receive meals after summer programs end, and what fall meals will look like.

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.

- No updates.

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.

- Communications with JVIC case managers about some of the Community Based Organizations (CBOs), and bulk drops vs. household deliveries.
- Delivered 1,814 food boxes last week.

Food Box Deliveries August 10 – August 14

Organizations	Boxes
Black Community of Portland	125
Black Resilience Fund	300
Community Alliance of Tenants	25
Familias en Acción	50
HAKI Community Organization	400
Human Solutions	415
Mercy Connection	75
Mother & Child Education Center	15
Overlook Houseless Support Group	55
Sierra Leone Northwest Association	50
St. John's Food share	240
SUN Community Schools	
Deliveries: Doorstep Deliveries:	
Alice Ott, Arleta, Grant, Lane, Mt. Tabor, Parkrose, RWH.	161

Organizations

Boxes

[Togo Community Organization of Oregon](#)

25

TOTAL

1936

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.

- **No updates.**

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.

- **Final Distribution of the first round of PDX Cares Cards. Distributed 63 PDX CARES cards to the Vietnamese Community of Oregon on August 11th.**
- **Met to plan next phase of card distributions to organizations already served by the County's gift card program in June.**
- **Communicated with Voz Worker's Rights about their participation in the program.**
- **Introduction emails from Multnomah County to all 16 CBOs on the joint City/County list for the second round of food card distribution. Reviewing organizations on both City and County lists to see what organizations already have contracts with the City.**

JVIC

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

- **Met with Multnomah County to discuss duplicate supply requests, provide requested access on website and establishing point of contact for CBO's to address supply questions and needs.**
- **Follow up meeting with Logistics team to continue discussion about delivery issues and potential solutions.**
- **Connected with the Portland Mask Project to confirm the start date for providing reusable cloth face coverings. Anticipate 350 reusable cloth face coverings will be available next week.**
- **Working with ECC Equity Officer to ensure requests are being reviewed utilizing an equity tool.**

Sheltering and Restroom Access

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

- **No updates.**

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

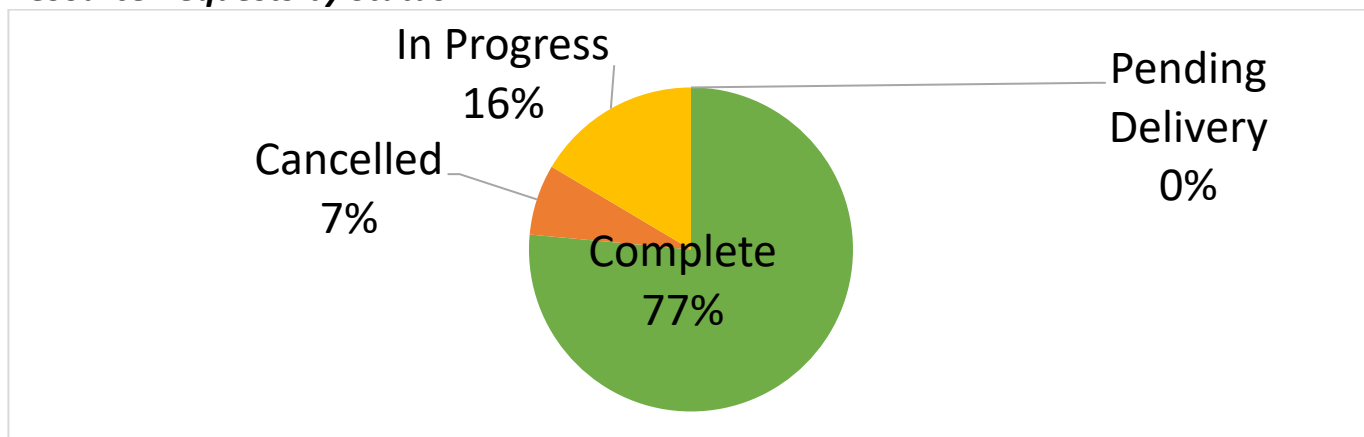
- Collected City bureau expenses and reviewed them to determine those that can be reimbursed by FEMA.
- Met to discuss actual and future costs for houseless response with additional hygiene stations, camp clean ups, temporary Outdoor Emergency Shelters, and St. John's shelter.

LOGISTICS SECTION

Accomplishments (as of 08/12/2020):

To date, 37,759 meals were delivered to temporary Emergency Outdoor Shelters.

Resource Requests by Status



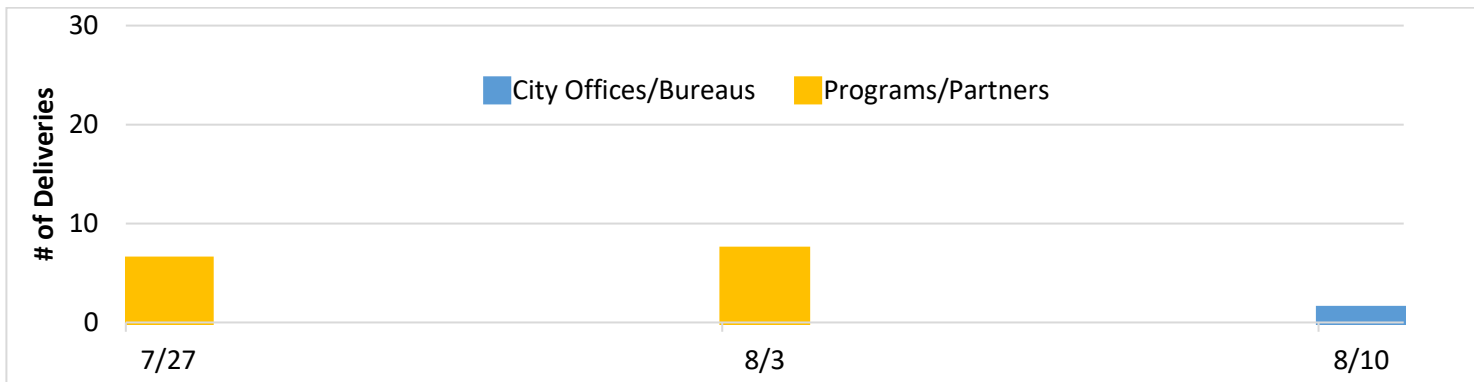
Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From August 6 – August 12, the Supply Unit distributed cleaning supplies and PPE to the following City Bureaus and affiliates:

- Portland Bureau of Emergency Management

The Supply Unit also continues to purchase and distribute toiletries and paper products in support of the JVIC. From August 6 – August 12, supplies were provided to the following community partners:

- Brown Hope
- Disabled Refugee Alliance
- Familias en Acción
- Mingala Grocery - Rohingya Community
- Nepali Bhutanese Community
- Portland Community Reinvestment Initiative (PCRI)



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	118,934	189,706	39%
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)	3,054	2,095	959	69%

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
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	42,150	31	100	2,870	971
Total	17,344	35,290	23,355	118,934	576	3,526	30,706	2,095

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	1,717	1,085	632	63%
Conditioner	602	626	-24	104%
Diapers (various sizes)	3,334	3,157	177	95%
Hand Soap	717	653	64	91%
Laundry Soap	1,204	913	291	76%
Paper Towels	4,384	3,724	660	85%
Procedure Mask	9,600	1,725	7,875	18%
Razor	896	410	486	46%
Shampoo	1,204	741	463	62%
Toilet Paper	7,845	7,609	236	97%
Toothbrush	1,305	988	317	76%
Toothpaste	1,437	1,048	389	73%

JOINT INFORMATION CENTER (JIC)

- The JIC is coordinating with Washington County on messaging around face coverings.
- The JIC is working with Univision, KGW, and Slavic Family Media for distribution of the reopening video.

- The JIC is providing Portland Parks and Recreation with “Do Your Part” poster translations and graphic design.

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	[UPDATED] Three Tier 1 essential functions are impaired, by 10% or less: Payroll and Technology Critical Infrastructure Maintenance 17 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

- Portland Parks & Recreation
 - The Joint Information Center (JIC) and the Emergency Communication Center (ECC) created additional “Do Your Part” posters for PP&R’s community gardens, adding the following languages to meet the needs of our community members: Burmese, French, Karen, Kirundi, Nepali, Oromo, Romanian, Swahili and Tongan.
- Portland Police Bureau
 - Four positive COVID-19 cases at the PPB.
 - Sent email to bureau staff reminding them of face covering requirements.
- Portland Water Bureau
 - Water Bureau Emergency Management is discussing formation of a COVID-19 Resurgence Response Team to plan activities and make recommendations for staffing critical functions.

E. PARTNER INFORMATION

STATE

Oregon Health Authority

- On August 12, OHA did a Q & A for parents and college students about what to expect at colleges and universities in Oregon during COVID-19. Visit: [a Facebook Live Q&A.](#)

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 13, 2020 14:05
Approved by	Katy Wolf
Date/Time	August 13, 2020 15:10

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 20.

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. 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. 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. 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. 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; solicit 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. 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. 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. 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. 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. 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. 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. Support the CARES Act allocation funding disbursement.
- b. Review and audit incident expenses and submit project applications to FEMA for potential reimbursement.
- c. 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. 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. Create contract to provide CARES Act technical assistance and training.

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

- a. 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. 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. 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. Ensure our team structure and staffing model advocates for a healthy work life balance and allows participation in stress reduction and resiliency activities.
- m. Provide leadership, coaching, and mentoring opportunities to team members.
- n. 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. 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. 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. 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. 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. 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.