



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: 08/20/20 1700 – 8/27/20 1700

REPORT #: 42 (08.27.20 0001)

Next Situation Status Report will be released: **Thursday, September 3.**

Have something to add/update? **Bureaus and agencies should send inputs by close of the day Wednesday, September 2 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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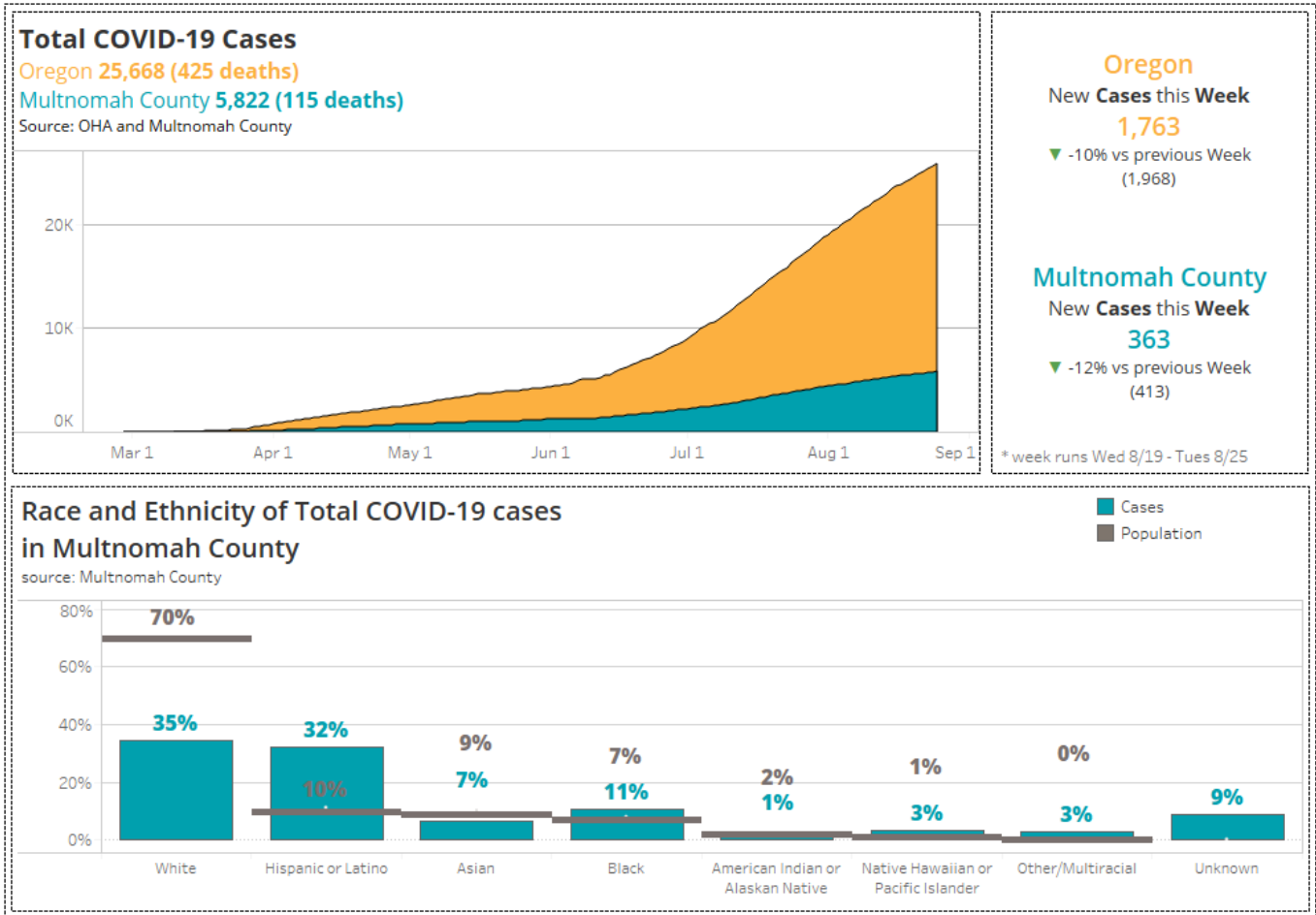
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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

Portland Parks and Recreation's Lunch + Play program hits 100,000 meals served as of August 19; Prosper Portland is gearing up for the next round of the Small Business Relief Fund, using the \$15 million in CARES Act funding allocated by City Council; the Oregon Cares Fund for Black Relief and Resiliency began accepting applications from Black community members and organizations financially impacted by the pandemic.

Local and Regional News

- As of August 27, the Hispanic, Black, Native Hawaiian/Pacific Islander, multiracial and unknown race populations in Multnomah County remain disproportionately represented in [COVID-19 cases](#).
- As of August 26, there are 99 confirmed Coronavirus hospitalizations in Oregon. The Oregon Health Authority (OHA) releases these numbers daily.
- On August 24, The Oregonian/OregonLive [reported](#) that the State is in the process of applying for additional federal unemployment funds. This is to help cover three to five weeks of expanded benefits.
- On August 24, the [Oregon Cares Fund for Black Relief and Resiliency](#) began accepting

applications from Black community members and organizations financially impacted by COVID-19.

- On August 23 and 24, [OPB](#) and [KGW](#) reported on two deaths that surprised local health officials, both younger adults with no known underlying health conditions.
- On August 22, OPB [reported](#) that Portland's food carts are faring better than restaurants during the pandemic.
- On August 21, Oregon ran out of funds for its program [offering](#) \$500 emergency relief payments to Oregonians who have suffered financial hardship during the COVID-19 pandemic. The payments came from a \$35 million fund allocated by Oregon lawmakers in July.

National and International News

- On August 27, actor Sean Penn's [disaster relief](#) organization [CORE](#) has gone from providing 6,500 tests in to the first two weeks to administering more than 1.3 million within a five-month span.
- On August 26, the Center for Disease Control and Prevention [released new guidance](#) on the COVID-19 testing protocol for asymptomatic people who may have come in contact with the virus.
- On August 25, UC Davis reported on [research](#) illustrating the toll COVID-19 is taking on everyday lives.
- On August 25, NewsWise reported on a study conducted by researchers that illustrates the [impacts of the COVID-19 pandemic on cancer treatment](#). Researchers concluded by providing suggestions for improving the practice of oncology amidst the pandemic.
- On August 25, NBC reported that two European patients were [confirmed](#) to have been re-infected with the coronavirus, raising concerns about virus immunity.
- On August 25, NPR [reported](#) on differences in the coronavirus that make it a more effective viral spreader than other contagions. Most distinctly, the infection is spreading before symptoms appear in most individuals.
- On August 25, Time [reported](#) that COVID-19 is transmitted through aerosols.
- On August 24, USA [reported](#) that Americans are buying mace, RVs, and bulk foods as COVID-19 pandemic drags on.
- Updated on August 23, Fox 12 [reported](#) that the White House has officially designated teachers as essential workers.
- On August 22, the Associated Press [reported](#) that as more universities shift to online courses this fall, students are advocating for lower tuition rates.

WEATHER

August 27 to August 31 Forecast by [National Weather Service](#):



With fire activity increasing nationally, the current National Fire Preparedness level is at a 5 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:

- Met with CARES Act project managers and finance staff to discuss coordination of CARES Act-funded programs.
- Caregiving team met to discuss staff transition out of ECC starting in mid-September and redistribution of responsibilities within team.

Effective Communication:

- Reviewed proposal for aging/disability/accessibility position, for inclusion in transition plan document.

Social Connections:

- Discussed need for digital inclusion staff within ECC to better address digital divide and digital literacy during continued stay-at-home restrictions. Developed short description for position and shared with ECC Coordination Chief.
- Continued setting up vendors to advance the App-Based Community Care project.
- Identified resources dedicated to digital access work in the current PP&R budget.

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.

- No updates submitted for this reporting period.

Food Security

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

GENERAL

[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.

- On August 19, hit the 100,000 meals served mark.
- Working with PP&R permitting staff on the Urban Gleaners permit for food markets running September 1 – October 8.
- Continued demobilization of Lunch + Play sites. Only two sites remain open this week.

- Removed supplies, equipment, portable restrooms and dumpsters.
- Returned refrigerated rental trucks to Fleet.
- Cleaned Mobile Lunch + Play vans and returned to Fleet.
- Coordinated with Cascade Blues Association, artists, and staff on logistics for last week of Lunch + Play pop-up performances.
- Pop-up performance at Luuwit View Park was livestreamed on Facebook by the artists DJ Prashant and DJ Solo: <https://www.facebook.com/DreamPrashant/videos/597623720925172/>

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 submitted for this reporting period.

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.

Food Box Deliveries August 24 – August 28

Organizations	Boxes
APANO	11
Black Community of Portland	100
Black Resilience Fund	150
Community Alliance of Tenants	29
Familias en Acción	45
HAKI Community Organization	150
Human Solutions	250
Lutheran Community Services Northwest	8
Mercy Connections	50
Mother & Child Education Center	15
REACH CDC	100
REAP	75
Risen	30
Sierra Leone Northwest Association	100
SUN Community Schools: Doorstep Deliveries: <i>Alice Ott, Arleta, Centennial, Grout, Lane, MDCC, Mt. Tabor, Parkrose, RWH, Sitton.</i>	162

Organizations	Boxes
Togo Community Organization of Oregon	25
TOTAL	1300*
(Total Requested 1870) *	

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 at this time.**

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.

- ***Distribution of PDX CARES cards with Portland Opportunities Industrialization Center (POIC), Ethiopian and Eritrean Community Resource Center, Urban League, Beyond Black and Immigrant and Refugee Community Organizations (IRCO).***

JVIC

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

- **JVIC reported at Disaster Policy Council on August 21. Highlights include:**
 - **JVIC has distributed nearly \$80,000 worth of hygiene and cleaning supplies through partnerships with community-based organizations (CBOs).**
 - **Most popular items: diapers (310,000), toilet paper (9,000 rolls), and paper towels (4,000 rolls).**
 - **Community need continues to grow.**
- **Received first delivery of 500 cloth masks sewn by volunteers, in another partnership with CBOs.**
- **Started planning a diaper drive to address major unmet need.**
- **Welcomed SummerWorks intern to assist with diaper drive.**
- **Rolled out new resource ordering system for community advocates.**
- **Working to prioritize requests equitably as the need continues to grow.**

Sheltering and Restroom Access

Provide houseless individuals access to shelters that allow safe physical distancing, and additional

hygiene facilities to promote public health.

- Emergency Shelter Document Lead presented at the August 21 Disaster Policy Council on the temporary Outdoor Emergency Shelter supports and needs moving forward.
- Continued work on transition plans for both daily operation and overall project management.

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

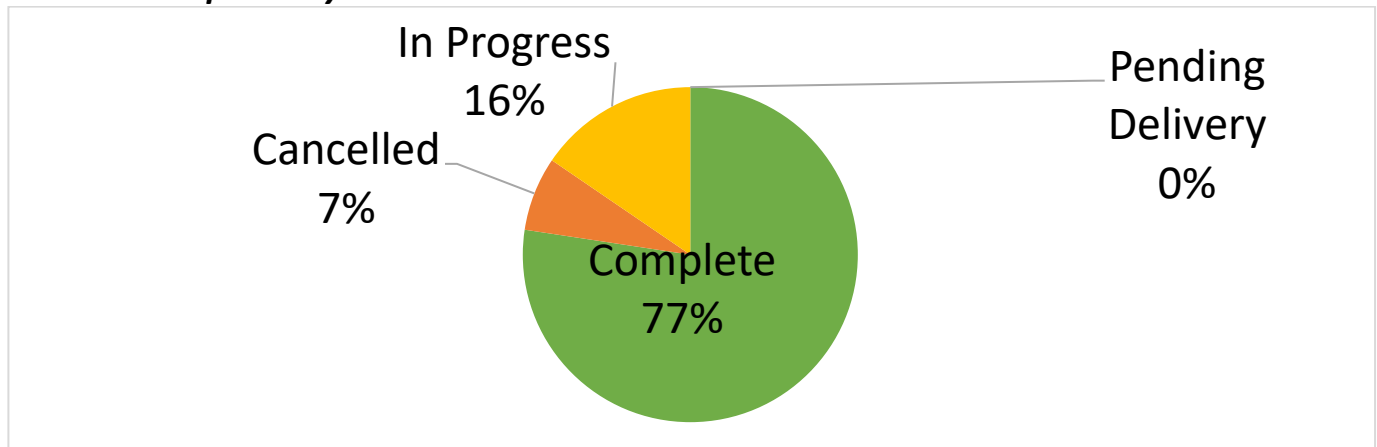
- Updated budget with St Johns shelter's expenses and identified remaining funding available for temporary Outdoor Emergency Shelters.
- Updated budget vs. actual with expenses through August 23 and met with City Budget Office to discuss Fall Budget Monitoring Process funding decision package for Jan-Jun 2021.
- Uploaded City insurance policies to Grants Portal.
- Continue reviewing scope of work and Budget with Housing for Rental and Mortgage programs.

LOGISTICS SECTION

Accomplishments (as of 08/26/2020):

- To date, 49,519 meals have been delivered to temporary Outdoor Emergency Shelters.

Resource Requests by Status



Deliveries by Week

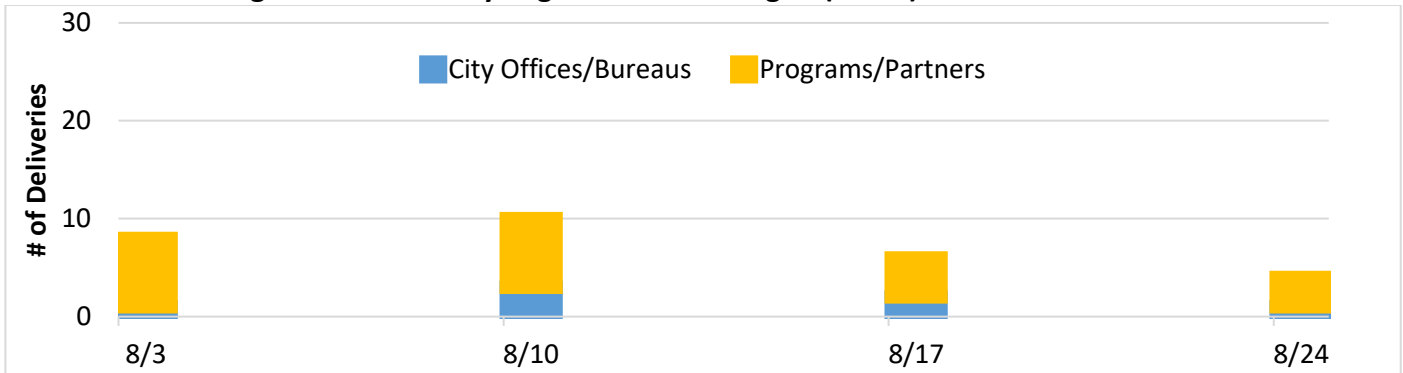
Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From August 19 – August 26, the Supply Unit distributed cleaning supplies and PPE to the following City Bureaus and affiliates:

- Food Security Group
- Temporary Outdoor Emergency Shelters.

The Supply Unit also continues to purchase and distribute toiletries and paper products in support of the JVIC. From August 19 – August 26, supplies were provided to the following community partners:

- Black Parent Initiative
- Familias en Acción
- Iraqi Society of Oregon

- REAP
- TOGO Community Organizations of Oregon
- United Congolese Community Organization of Oregon (UCCO)



Critical Resources

Item	Received	Distributed	On Hand	\$ Distributed
Bottles (various sizes)	23,928	17,344	6,584	72%
Disinfectant Spray (gal)	35,470	35,296	174	100%
Face Coverings	25,600	23,355	2,245	91%
Gloves (various sizes)	383,640	127,734	255,906	33%
Hand Sanitizer (gal)	1,124	576	548	51%
N95 Masks	9,934	3,526	6,408	35%
Procedure Masks	79,001	31,006	47,995	39%
Wipes (packs/cannisters)	2,877	1,873	1,004	65%

Distributions by Entity

Distributed to Date	Bottles for Disinfectant/Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
BDS	322	0	1,500	0	12	0	0	0
BES	44	4	430	0	1	60	200	9
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	71
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	3
PBEM/ECC	39	2	166	430	3	48	202	5
PBOT	2,509	28,193	3,265	11,300	204	400	13,862	118
PF&R	437	0	0	30	95	160	0	198

Distributed to Date	Bottles for Disinfectant/Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
PHB	17	0	220	700	1	0	270	7
PP&R	1,105	7,050	4,477	45,100	145	350	8,580	184
PPB	386	2	7,152	0	3	2,000	0	150
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	13	168	50,950	31	100	3,170	1,019
Total	17,344	35,296	23,355	127,734	576	3,526	31,006	1,873

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	2057	1833	224	89%
Bar Soap	4198	1885	2313	45%
Conditioner	966	966	0	100%
Diapers (various sizes)	293	252	41	86%
Hand Soap	1361	1315	46	97%
Laundry Soap	1675	1299	376	78%
Maxi pads	909	787	122	87%
Paper Towels	4882	4172	710	85%
Procedure Mask	1725	1725	0	100%
Razor	886	710	176	80%
Shampoo	1237	1237	0	100%
Tampons	473	413	60	87%
Toilet Paper	9607	9607	0	100%
Toothbrush	2002	1708	294	85%
Toothpaste	1590	1586	4	100%

JOINT INFORMATION CENTER (JIC)

- The JIC distributed the reopening video in 11 languages through KGW’s targeted web platform.
- JIC staff coordinated with Language Access Coordinator/Equity Officer for a Spanish language interview on Univision
- The JIC is working with Slavic Family Media for distribution of the reopening video.
- The JIC is working on ECC staff profile features for social media.

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	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 Bureau of Transportation (PBOT)**
 - PBOT is currently evaluating the November 1st permit expiration of Healthy Businesses to determine path forward.
 - PBOT has completed painted curb extensions for Phase 1 of Safer Busy Streets and identifying Phase 2 opportunities.
 - PBOT Slow Streets Phase 2 installs begin on August 24.

Area	Healthy Businesses Number of Permits*	Healthy Businesses Self-identified minority-owned businesses	Safer Busy Streets Number of Interventions	Slow Streets Miles of Streets
SE	245		4 (West of 82 nd)	33
N/NE	207		#	50
East	7		7 (East of 82 nd)	10
NW	166		#	5
S/SW	87		#	5
Total	712 +113 pick-up/drop off = 825 permits	112 (data reconciliation still happening)	11 (10 intersections w/painted curb extensions; 1 bus platform)	110 miles

- **Prosper Portland**
 - Prosper Portland is readying the process for local small businesses to apply for the next round of the Small Business Relief Fund, using the \$15 million in CARES Act funding allocated by City Council. Applications will open in mid-September for two weeks, closing by the end of the month. Updated information will be posted at www.prosperportland.us/relief

E. PARTNER INFORMATION

STATE

Oregon Health Authority

- OHA helps Oregonians understand the [differences](#) in COVID-19 tests.
- Watch Facebook Live [chat](#) about face coverings.

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 27, 2020 13:30
Approved by	Elizabeth Edwards
Date/Time	August 27, 2020 16:53

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, September 3rd.

H. APPENDIX B – CURRENT EAP OBJECTIVES 8/14/20-8/28/20

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (8/14/20 – 8/28/20):

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 (8/14/20 – 8/28/20)

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

- a. 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.
- b. Partner with BHR to collect feedback from the second session of 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. Determine when the next set of sessions will be offered and if any adjustments need to be made to content, facilitation or marketing.

- c. Improve Resource Unit processes by implementing a scheduling software and begin testing the software. Continue use of interim solution until a software is deployed.
- d. 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.
- e. Institute an offboarding survey process for ECC staff transitioning out of their temporary assignment and integrate results into the after-action process.
- f. Institute an offer letter for all new ECC staff accepting temporary assignment offers, to ensure staff and home bureau supervisors understand commitments.
- g. Institute a formal interview and reference check process for all ECC applicants. There will be an interview panel and a set of standard questions and rating sheets to help applicants and interviewers determine if applicants have the right skill sets for the ECC and the role.
- 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. Identify service provider for continuation of daily operations and staffing of the temporary Outdoor Emergency Shelters, work with JOIN on transition to the new provider, and work to transition project management to the Joint Office of Homeless Services. Aid the operations at temporary Outdoor Emergency Shelters for safety, intake, sanitation and food security for the shelter tenants until transition is complete.
- b. 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.
- c. 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.
- d. Update all JVIC organizational profiles, ensuring all profiles provide adequate and consistent information. With Equity Officer, develop and test a budget tool that prioritizes equity.
- e. 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.

- i. Confirm need and schedule PDX CARES Card distribution with second round of CBOs from the joint County/City list. Finalize contracts with CBOs who will distribute cards directly to community members.
 - ii. Execute a phased end to Lunch + Play program in coordination with school districts switching back to providing school lunches to ensure no gap in service, ending the Lunch + Play program on August 28.
 - iii. Refine food box program to stay within the limits of our partners delivery limits and strategize ways to work with CBOs for when the demand is greater than supply each week.
 - iv. Work with the Logistics Section to finalize purchase and delivery of food packaging products to organizations serving meals to unsheltered people.
 - v. Finalize contract with Equitable Giving Circle and begin process of reporting on project deliveries in Food Security dashboard.
- f. 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.
 - g. Explore resources, programs and other available opportunities to address digital divide and enhance social connections for older adults and people with disabilities.

3. **Finance:**

- a. Support the CARES Act allocation funding disbursement to Multnomah County, East County Cities, Prosper Portland, RACC, and bureau-led community support programs.
- 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 21.
- 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. Support JVIC in sourcing and providing requested resources for community members in a two-week turnaround. By August 21: complete truck rental vendor agreement, procure City P-cards for Ground Unit, and complete forklift training for Ground Unit, establish weekly JVIC/Logs check-ins, transition Ground Unit responsibilities to new Lead, add a dashboard to the Situation Status Report with JVIC order metrics, and make process improvements to JVIC

resource ordering process.

- b. Work with Resource Unit to recruit three new Ground Unit delivery drivers by September 4.
- c. Update safety warnings on all potentially hazardous supplies to include language that all users can understand.

6. **Planning:**

- a. Prepare for the August 21 Disaster Policy Council meeting, in coordination with ECC Manager and PBEM Director.
- b. Support the Equity Officer with ongoing integration of equity practices into the work of the ECC and assist with implementation of Equity Officer objectives.
- c. Plan for pandemic resurgence (remobilization), end of pandemic (demobilization) and concurrent emergencies (wildfires, extreme weather, excessive heat, air quality event) with ECC and PBEM leadership.
- d. Support the City COOP Planner in synthesizing and documenting results of the Fall/Winter Virus Peak Tabletop Exercise to share with City leadership.
- e. Continue to work with ECC Leadership on process improvements related to document production, staffing, and ECC-wide support needs.
- f. Develop a progress report of the ECC's role and accomplishments to date. The Report will include process improvement recommendations, the potential of transitioning some of the ECC's work to bureaus and propose scenarios for the ECC's long-term role in City coordination, response and recovery. Deliver a presentation based on the report in August to PBEM Director.

7. **Safety Officer:**

- a. 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.
- b. Outline internal process for COVID-19 testing after a workplace exposure as part of a pilot project to determine feasibility of providing this service. Complete operating procedures for occupational health to do testing as part of this pilot project by August 26.

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.