



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: 09/03/20 1700 – 9/10/20 1700

REPORT #: 44 (09.10.20 0001)

Next Situation Status Report will be released: **Thursday, September 17.**

Have something to add/update? **Bureaus and agencies should send inputs by close of the day Wednesday, September 16 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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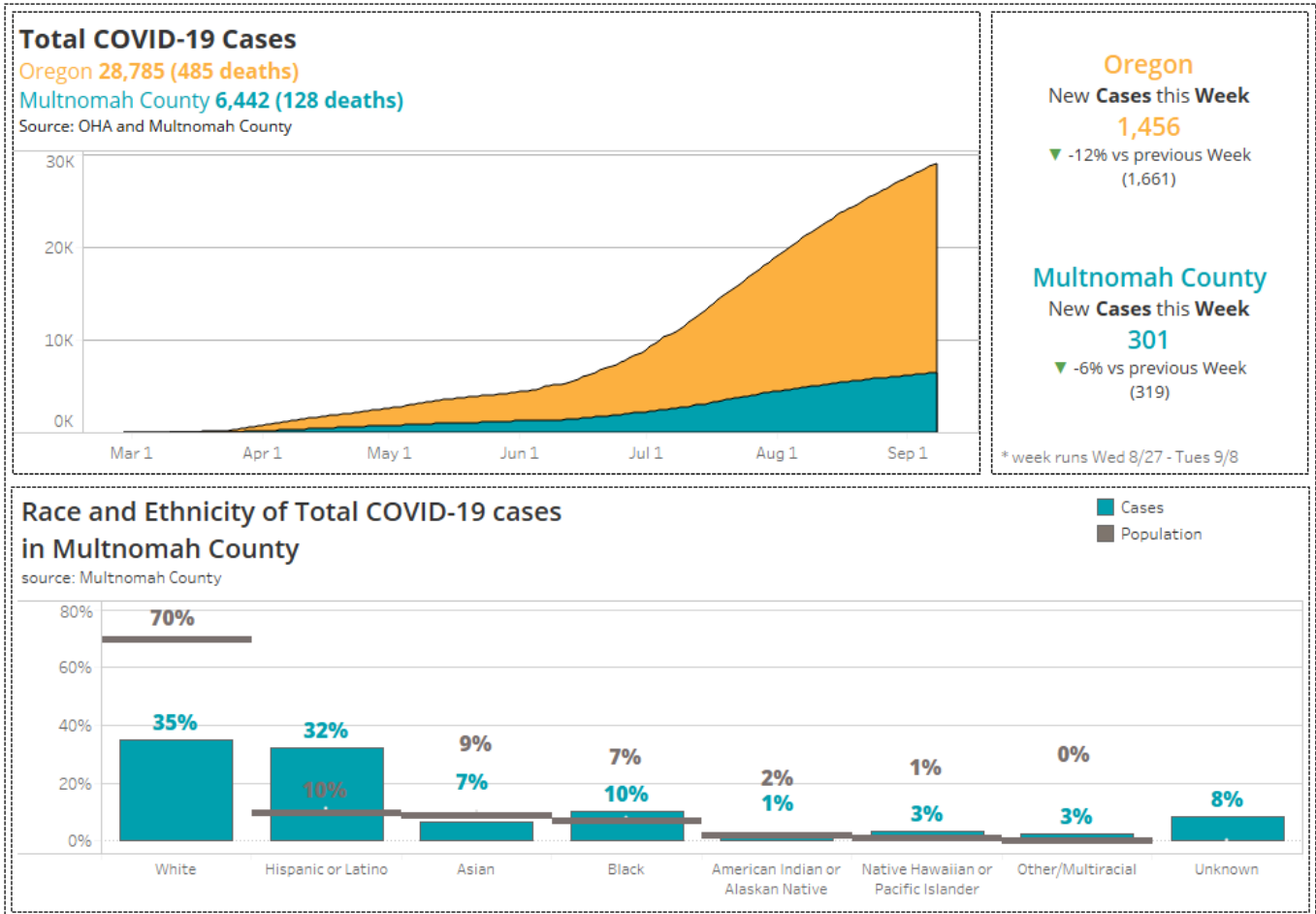
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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

Extreme dry conditions and high winds spark wildfires and power outages across the region and state; Portland Mayor Ted Wheeler proposes new protections to stabilize renters during the pandemic and extend renter eviction; OHA releases [guidelines](#) to help stay safe during wildfires.

Local and Regional News

- As of September 10, there are 106 confirmed Coronavirus hospitalizations in Oregon. The Oregon Health Authority (OHA) releases these numbers daily.
- On September 8, Mayor Ted Wheeler [announced](#) he will [ask](#) City Council to provide additional stabilization to renters during COVID-19.
- On September 8, OregonLive reported that widespread power outages and fires resulted in [some Oregon schools cancelling virtual classes](#). Roughly 100,000 people were without power in the Portland metro area.
- As of September 6, the Hispanic, Black, Native Hawaiian/Pacific Islander, multiracial and unknown race populations in Multnomah County remain disproportionately represented in [COVID-19 cases](#).

National and International News

- On September 9, NBC News [reported](#) that the governor of South Dakota disputed economists who say the motorcycle rally in Sturgis last month may have caused as many as 250,000 coronavirus infections.
- On September 8, Florida reported its [fewest new COVID-19 cases](#) in nearly 3 months.
- On September 8, CBS News [reported](#) that AstraZeneca paused its multi-national COVID-19 vaccine trial over a possible adverse reaction in one participant.
- On September 8, USA Today [reported](#) that, despite COVID cases continuing to increase on college campuses, student parties on Labor Day weekend raise concerns about fall semester.

Wildfire and Air Quality News and Resources

Check the PBEM Duty Officer Daily Log email for the latest updates. These updates are sent from pbemdutyofficer@portlandoregon.gov to City bureau points of contact and regional stakeholders.

- Public alerts: <https://www.publicalerts.org/hazards/wildfire-2020>
- Oregon Office of Emergency Management Fire Map: <https://experience.arcgis.com/experience/6329d5e4e13748b9b9f7f33f06a3c376/>
- Air Quality and fire information: <https://fire.airnow.gov/>
- Clackamas wildfire information: <https://www.clackamas.us/wildfires>
- Tualatin Valley Fire information: <https://www.facebook.com/TualatinValleyFireandRescue>
- On September 9, KGW [reported](#) that Estacada was under a Level 3 (Go now!) evacuation order.
- On September 7, local fire crews extinguished [multiple brush and structure fires](#) across the Portland metro area.

WEATHER

September 10 to September 14 Forecast by [National Weather Service](#):



Air quality is currently Unhealthy: <https://www.airnow.gov/?city=Portland&state=OR&country=USA>.

With fire activity increasing locally and nationally, the current National Fire Preparedness level is at a 5 out of 5.

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:

- Reached out to Multnomah County EOC to discuss transition planning and Caregiving assistance component of Aging & Disability Project.
- Connected with PBOT regarding additional transportation vouchers for people in need.
- Weekly PPE and cleaning supply orders prepared at ECC; inventory of supplies; NET (Neighborhood Emergency Team) volunteers packed supplies for delivery.

Food Security

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

GENERAL

ECC Food Security Project Dashboard

- Developing zip code data visualization in Tableau, presented food security update to JVIC and ECC Finance teams.

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.

- Shared summer Lunch + Play program metrics with ECC Manager and the ECC Planning Team.
- Confirmed with contractor that the program donated 11,498 total number of leftover meals to families in need.

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.

- Confirmed distribution of 1300 food boxes this week.
- Completed submission for special appropriation package description for Food Securities in the Fall Budget Monitoring Process.

- Food packaging and serving supplies are being shipped. Will confirm delivery later in week.
- Continuing to work with contractor and CBOs to confirm new delivery schedule (consistent, alternating weeks).

Food Box Deliveries September 7 – September 11

Organizations	Boxes
Black Community of Portland	138
Black Resilience Fund	150
Community Alliance of Tenants	30
Familias en Acción	45
HAKI Community Organization	150
Human Solutions	150
Lutheran Community Services Northwest	10
Mercy Connections	50
Mother & Child Education Center	15
Real Choice Initiatives	15
REAP	100
Risen	40
Sierra Leone Northwest Association	200
SUN Community Schools	162
Togo Community Organization of Oregon	30
VOZ Workers	15

TOTAL 1300

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 submitted for this reporting period.**

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 150 PDX CARES Cards to Voz Worker’s Rights.**
- **Received requests for PDX CARES Cards info to be translated into Burmese, Farsi, Nepali, and Spanish. Submitted request for quotes and turnaround times to translators (AlmaLuna and Linguava).**

- Communicating with Community Based Organizations (CBOs) about this week's card distributions.
- Communicated with JVIC Case Managers about which CBOs have already received cards and which CBOs are in process to receive cards.
- Received request from Black Parent Initiative for a contract instead of City-staff distribution.
- Distributed CARES Cards to VERDE and Rosewood Initiative.

JVIC

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

- Completed equity tier tool used to prioritize requests from CBOs.
- Team met with finance to discuss supply request and budget needs.
- Submitted Fall Budget Monitoring Process request to ECC Finance.
- Continued collaboration with Food Security Team, addressing food box distributions.
- Continued collaboration with Logistics to address delivery of planned and previously ordered supplies.
- Placed additional orders on behalf of CBOs.
- Hosted a class in assisting community members when resources are scarce.
- Discussed allocation of additional monthly funding.

Sheltering and Restroom Access

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

- Evacuated homeless shelters due to the smoke from nearby wildfires.
- Ordered new tents to replace those damaged by high winds.

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

- Onboarded new staff to assist with FEMA Public Assistance project applications.
- Finalized FEMA hygiene station application and submitted to FEMA PDMG for review.
- Created budget worksheet and verified all backup documentation for Communicating Public Health & Safety FEMA application.
- Updated houseless response budget projections with St John's Shelter bid costs.
- Created Fall Budget Monitoring Process decision packages for funding requests for ECC projects from January to June 2021.
- Contract for Creating Conscious Communities with People Outside (C(3)PO) has been written and sent to the City Attorney's office for review.
- Reviewing CARES Portal Guide and Webinar.
- Processed contracts for grant management training and purchase order.

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.

- Continue to coordinate with Univision and the JIC on reopening video distribution and interview recording.

- Worked with the JIC & Multnomah Co. to ensure alignment across language. access/multilingual COVID information video webpages for best use by the public. The videos are provided to the public in over 35 languages including 4 indigenous languages.

JOINT INFORMATION CENTER (JIC)

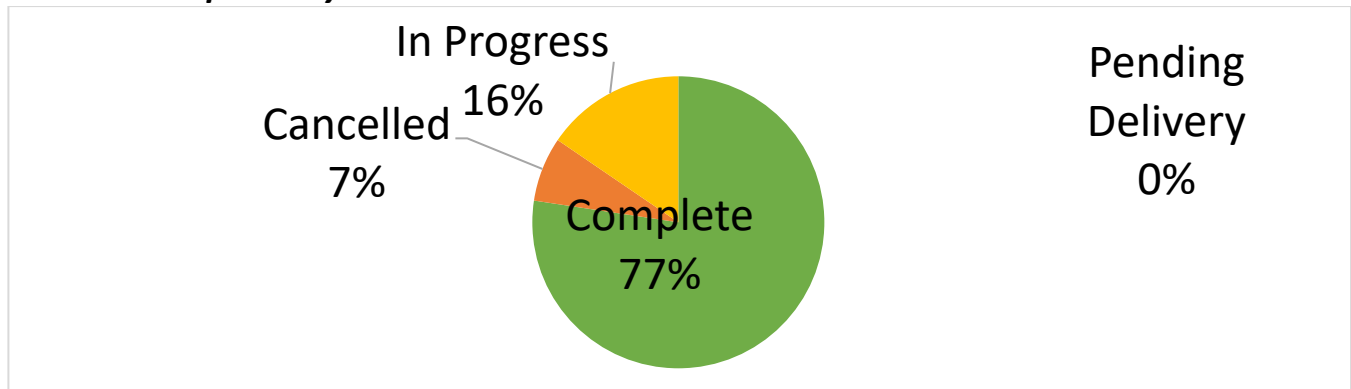
- JIC team members are monitoring regional wildfires and potential public health complications with COVID-19.
- The JIC is working with Univision for distribution of the reopening video.
- The JIC is working on ECC staff profile features for social media.
- The JIC monitored Governor Brown’s pre-Labor Day Weekend press conference.
- The JIC monitored Mayor Wheeler’s 9/08/20 press conference.

LOGISTICS SECTION

Accomplishments (as of 09/09/2020):

- To date, 61,279 meals have been delivered to temporary Emergency Outdoor Shelters.

Resource Requests by Status

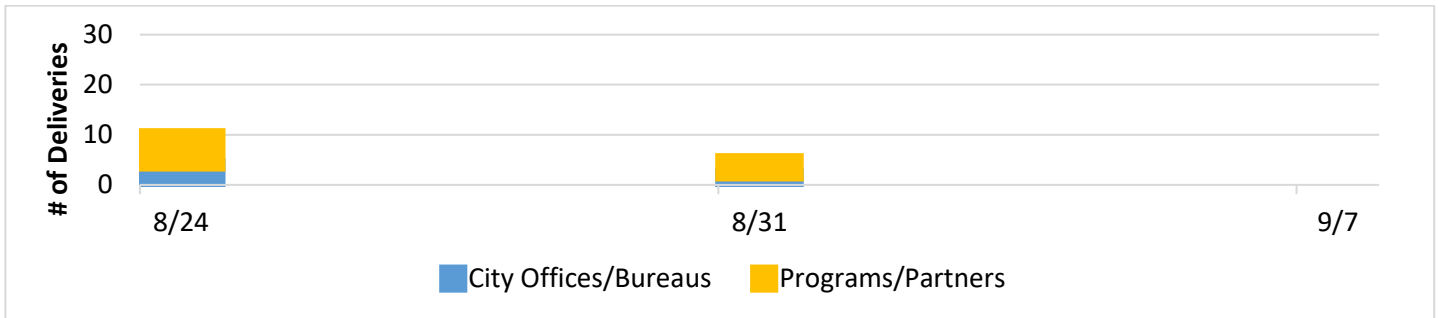


Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From September 2– September 9, the Supply Unit distributed cleaning supplies and PPE to the following City Bureaus and affiliates:

- Portland Parks and Recreation

The Supply Unit also continues to purchase and distribute cleaning supplies, toiletries, and paper products in support of the JVIC. From September 2– September 9, there have been no JVIC deliveries. New system in place for biweekly grouped JVIC requests, with a goal of delivery within 14 days; received first biweekly request from JVIC on September 8.



Critical Resources

Item	Received	Distributed	On Hand	\$ Distributed
Bottles (various sizes)	24,748	18,354	6,394	74%
Disinfectant Spray (gal)	35,581	35,397	184	99%
Face Coverings	25,600	23,355	2,245	91%
Gloves (various sizes)	383,640	130,834	252,806	34%
Hand Sanitizer (gal)	1,124	583	541	52%
N95 Masks	9,934	3,526	6,408	35%
Procedure Masks	79,001	31,006	47,995	39%
Wipes (packs/cannisters)	2,155	1,904	251	88%

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	39
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	1,305	7,050	4,477	45,100	152	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+	12,328	114	168	54,050	32	100	3,170	1,020
Total	18,354	35,398	23,355	130,834	583	3,526	31,006	1,904

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	1934	1932	2	100%
Bar Soap	4198	2135	2063	51%
Conditioner	966	966	0	100%
Diapers (various sizes)	293	252	41	86%
Hand Soap	1437	1415	22	98%
Laundry Soap	1675	1445	230	86%
Maxipads	909	837	72	92%
Paper Towels	4882	4232	650	87%
Procedure Mask	1725	1725	0	100%
Razor	846	790	56	93%

Item	Received	Distributed	On Hand	% Distributed
Shampoo	1237	1237	0	100%
Tampons	471	463	8	98%
Toilet Paper	9607	9607	0	100%
Toothbrush	2002	1808	194	90%
Toothpaste	1586	1586	0	100%

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

- **Prosper Portland**
 - **Prosper Portland is readying the process for local small businesses to apply for the next round of Small Business Relief Fund dollars, using the \$15 Million in CARES Act funding allocated by City Council. Application will open at 9am Monday, September 14 and close Friday, September 25 at 5pm. Updated information will be posted [here](#).**

E. PARTNER INFORMATION

STATE

Oregon Health Authority

- On September 4, the Oregon Health Authority [updated](#) its Phase One and Phase Two Reopening Guidance for Licensed Swimming Pools, Licensed Spa Pools and Sports Courts, and its Statewide [Reopening](#) Guidance – Outdoor Recreation Organizations.
- OHA has [guidelines](#) to help Oregonians stay safe during wildfires, smoke, and weather events and continued health and safety tips during the pandemic.
- Stay safe and stay [informed](#) on wildfire danger.

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	September 10, 2020 17:18
Approved by	Katy Wolf
Date/Time	September 10, 2020 17:15

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 17th.

H. APPENDIX B – CURRENT EAP OBJECTIVES 8/28/20-9/11/20

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (8/28/20 – 9/11/20):

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 (8/28/20 – 9/11/20)

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 continue testing the Microsoft Shifts software. Roll out with the Finance Section next, in addition to the two sections currently using Shifts. 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 a formal interview and reference check process for all ECC applicants. There will be an interview panel and reference check. 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.
- f. Create ECC staff handbook for command and general staff. The handbook will include SOPs from sections, the Equity Toolkit, and onboarding and offboarding information. Complete initial draft by September 8.
- g. 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.
- h. 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.
- i. 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. Research weatherization options for the three temporary Outdoor Emergency Shelters and create a budget. Contact Multnomah County Public Health about alternative ideas for weatherization.
- c. Create an after-action report for the fall peak tabletop exercise and share notes with attendees. Work with the City Workplace Safety Group to develop a tabletop exercise to test out the group's guidance that will be released in September.
- 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.
- e. 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.

- f. Develop a budget projection for the fall bump to address JVIC's request for supplies through December 31, 2020.
- g. Implement a new resource request form in partnership with the Logistics Section to help eliminate the backlog of JVIC orders in order to ensure a two-week turnaround time.
- h. 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. Continue PDX CARES Card distribution with CBOs from the joint County/City list. Finalize contracts with CBOs who will distribute cards directly to community members.
 - ii. Update dashboard to reflect final numbers from this summer's Lunch + Play program. Debrief with the ECC Manager and the Forward Planning Unit to review this summer's experience.
 - iii. Revise the food box program to more equitably distribute the available 1300 food boxes while requests exceed that limit each week, in coordination with the JVIC.
 - 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.
- i. 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.
- j. Explore resources, programs and other available opportunities to address digital divide and enhance social connections for older adults and people with disabilities.
- k. Research and compile a list of translation and interpretation agencies that can continue to support ECC in its response to multicultural communities in culturally and linguistically appropriate way.

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. Consolidate documentation and policies for the FY2020 CARES Act funding audit.
- e. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the end of the City of Portland Emergency Declaration.
- f. Provide financial guidance and support to the St. Johns Shelter project development.
- g. Review and update the Grants Management Division policy and procedures manual to ensure compliance with CARES Act requirements.

- h. Provide procurement support to household, rent, and mortgage assistance contracts and the Digital Divide Work Group program.
4. **Joint Information Center (JIC):**
- a. Monitor initial community interaction with online media distribution of reopening messaging by tracking video reach and other indicators through September.
 - b. Produce and share at least two social media blogs and/or profiles by September 11.
5. **Logistics:**
- a. Assist transitioning of JVIC community resource requests to new form and process to help ensure a two-week turnaround time. Complete the first round of deliveries under the new process by September 17.
 - b. Work with Resource Unit on recruitment of two Ground Unit delivery drivers and a supply purchasing position, with announcements out by September 7.
 - c. Review inventory of critical emergency supplies and purchase as necessary to maintain inventory in case of a concurrent emergency, COVID-19 resurgence, and City reentry.
 - d. Ensure that all potentially hazardous supplies distributed are marked with safety warnings that include language and/or pictures that all potential users can understand.
 - e. Complete draft of Job Hazard Assessment/Procedures for filling sanitizer and disinfectant bottles by September 7 for Safety Officer to review.
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. Continue to work with ECC Leadership on process improvements related to document production, staffing, training, and ECC-wide support needs.
 - e. 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. ECC Manager will deliver a presentation based on the report to the Disaster Policy Council on September 10.
7. **Safety Officer:**
- a. Expand availability of illness in the workplace and contact tracing training to managers, supervisors, and others, as needed. Complete the first round of training by the end of September.
 - b. Coordinate COVID-19 exposure and positive case tracking project with the Planning Section. Complete project by the end of September.
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.