



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: 09/17/20 1700 – 9/24/20 1700

REPORT #: 46 (09.24.20 0001)

Next Situation Status Report will be released: **Thursday, October 1.**

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, September 30 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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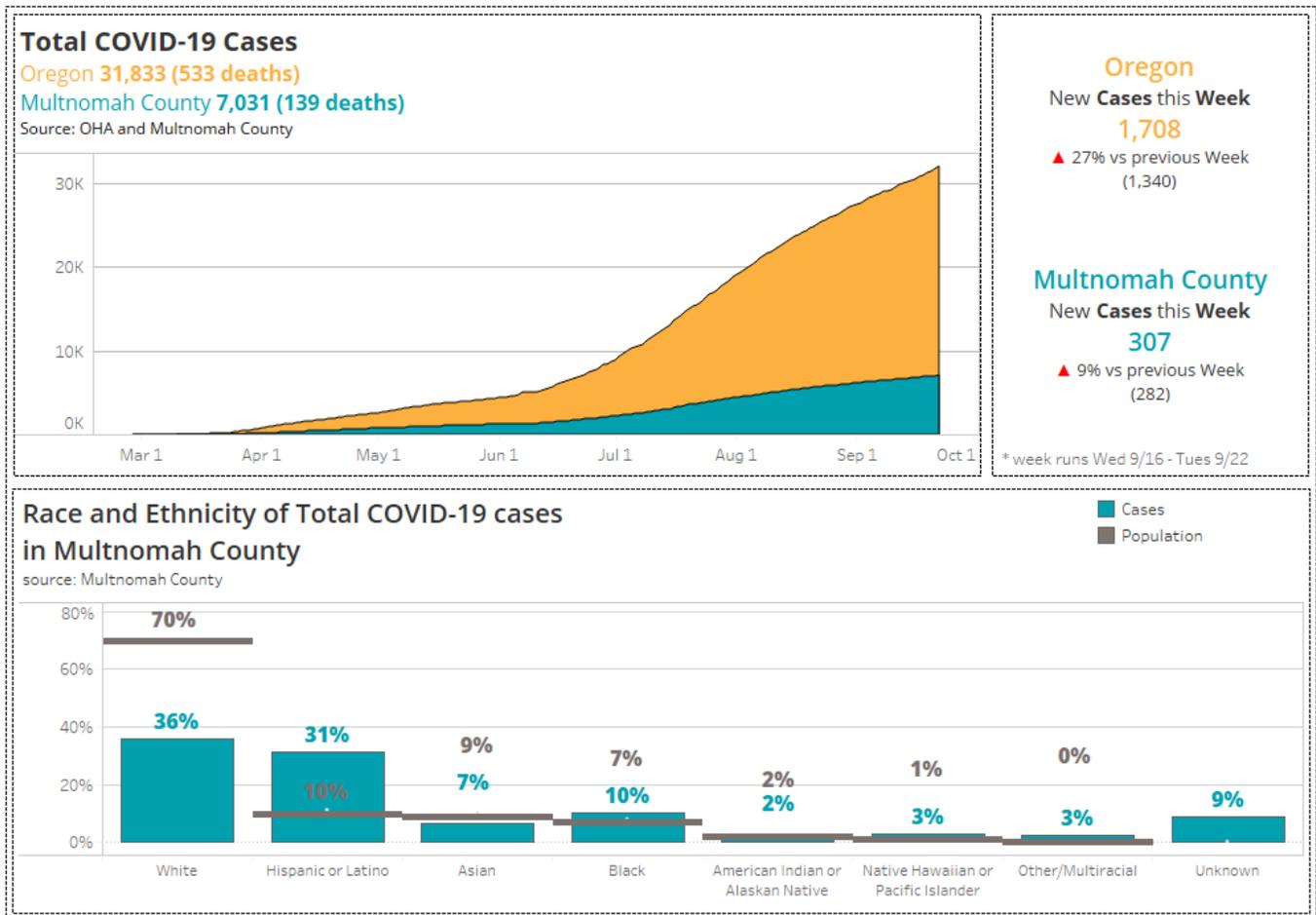
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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

Younger Americans eclipse older age-groups in COVID-19 cases; Majority of US could receive COVID-19 vaccine by spring or summer of 2021; Millions of Americans in danger of missing COVID-19 relief payments due to incomplete IRS and Treasury Department records.

Local and Regional News

- Local authorities are [preparing for](#) mass gatherings [planned at](#) Delta Park and Peninsula Park in Portland on Saturday, September 26. The City has [denied](#) a permit application for the right-wing group organizing one of the Saturday rallies, citing concerns around the spread of COVID-19.
- As of September 24, there are 139 confirmed Coronavirus hospitalizations in Oregon. The Oregon Health Authority (OHA) releases these numbers daily.
- On September 23, OregonLive [reported](#) Portland's traffic death toll shows the pandemic has not changed people's driving habits.
- On September 23, City of Portland [updated](#) COVID-19 impacts to local transportation in a question and answer format.
- On September 22, OregonLive [reported](#) on the CDC guidelines for Halloween, reiterating that

trick-or-treating activities present a high risk for spreading COVID-19.

- On September 22, KATU [reported](#) that the COVID-19 positivity rate for testing has increased following Labor Day and the wildfires.
- On September 22, [KATU reported](#) that several small businesses are threatening a class-action lawsuit against Governor Kate Brown over the costs of COVID-19 closure.
- [Public health officials in Multnomah County](#) have said that wildfires and poor air quality have created situations which make the most recent COVID-19 data unreliable. It may be weeks before we see a more accurate trend emerge.
- As of September 24, the tri-county region (Multnomah, Washington, and Clackamas counties) meets only 3 of the 6 health indicators needed to move forward into Phase 2 reopening.
- [Wildfires have reduced the number of Oregonians who have received COVID-19 tests.](#)
- [OHA released an updated version of their case demographics dashboard which will provide more information about COVID-19 case demographics across Oregon.](#)
- [OHA released new guidance which says that healthcare workers cannot use a face shield as a substitute for a face mask.](#)
- Oregon workers who are potentially exposed to COVID-19 and need to [quarantine](#) can now apply for financial support through the new COVID-19 Temporary Paid Leave program launching this week.

National and International News

- On September 24, Time [reported](#) that younger Americans are eclipsing older age groups in COVID-19 case counts.
- On September 24, United Airlines [announced](#) it will be the first U.S. airline to roll out a COVID-19 testing program for passengers.
- On September 23, the head of the FDA [a](#) Senate committee that US could have a COVID-19 vaccine offered to a majority of the population by next spring or summer, and that the safety of a vaccine is the first priority.
- On September 22, [KATU reported](#) that millions of Americans are in danger of missing their COVID-19 relief payments due to incomplete IRS and Treasury Department records.
- On September 21, the [CDC posted, then retracted](#) a web posting acknowledging that COVID-19 can spread through airborne transmission.
- On September 18, the CDC [reversed](#) course on testing asymptomatic people for COVID-19.
- On September 18, CNN reported that US cases of COVID-19 are [ticking](#) up after weeks of decline.

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. *Please see below for City Bureau-specific response to Wildfire and Air Quality.*

RESOURCES

- 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 County wildfire information: <https://www.clackamas.us/wildfires>
- Multnomah County wildfire and air quality information: <https://multco.us/air-quality-public-health-problem/september-2020-wildfire-threat-multnomah-county>
- Tualatin Valley Fire information: <https://www.facebook.com/TualatinValleyFireandRescue>
- [Oregon Wildfire Resources page](#)
- FEMA is [encouraging](#) Oregon residents to apply for relief due to wildfires and straight-line wind damage.
- There is no AQI exposure limit in Oregon, though most of the safety professionals from the City's infrastructure bureaus have been using California's emergency standard on wildfire smoke as technical guidance: <https://www.dir.ca.gov/dosh/doshreg/Protection-from-Wildfire-Smoke/Wildfire-smoke-emergency-standard.htmlh>

NEWS

- On September 18, Metro [announced](#) that they would like people to wait on any cleanup fire and wind storm debris until there is more information available on safe disposal of potentially hazardous materials.
- The director of the Oregon Office of Emergency Management said this week that the state is [expecting](#) 25,000 people to apply for wildfire disaster assistance relief.
- Recent wildfires have put a spotlight on the need to get evacuation notices as fast as possible, and a surge of Oregon community members signed up for PublicAlerts in September. [PublicAlerts sends emergency alerts](#) via text, email, or phone call. It's a service for anyone who lives, works, or visits the Portland-Vancouver Region. The City manages the system used in Multnomah County. For the system that serves Multnomah County:
 - Over 60,000 people registered since September 1. Only 16,000 community members were registered before September. That's 4.7 times the amount of web registrants we had before.
 - Over 26,000 people registered on September 10 alone. This was the same day the Mayor declared an emergency due to wildfires, the City started pushing how to register for PublicAlerts in response to the 888777 text for alerts misinformation that was spreading, the City was on the verge of having very unhealthy air quality per EPA standards, and it was the last day City offices were open before being closed due to poor air quality. Registrations have declined since then.
 - Community members can tell us if they prefer alerts in 10 languages besides English. Since September, we've also seen an increase in non-English registrations: we have 6 times as many registrations across all 10 languages now than before September. We have translations ready to go for several emergency scenarios.
 - The Additional Needs Registry has nearly quadrupled in size since mid-August. Community members may also sign up for the Additional Needs Registry when they sign up for PublicAlerts in Multnomah County. The information submitted is entered into the 911 system so it may be accessed by first responders during emergencies. Signing up is voluntary and does not guarantee assistance.

WEATHER

September 24 to September 28 Forecast by [National Weather Service](#):



National Fire Preparedness Level 5

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

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:

- Clarified the City's role in the distribution of N-95 masks to dispel myths that the City was distributing masks in response to wildfires and poor air quality.
- Continued discussion around Public Alerts accessibility. Worked with PBEM staff on recommendations for improving the platform's accessibility.

Food Security

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

GENERAL

ECC Food Security Project Dashboard

- Attended Bias Awareness Training in preparation for interview for upcoming Food Security Team Lead position.
- Responded to Parks Commissioner Amanda Fritz's request about emergency food assistance resources. Informed the Commissioner where to direct inquiries while parks and community gardens were closed due to smoke.
- Attended Multnomah County EOC Food Access meeting; provided updates on ECC's Food Security projects.
- Worked on prep for the Audit on September 28.
 - Added donated meals documentation to COVID-19 Grants files for audit.
 - Divided Lunch + Play data by month and placed it in the COVID-19 grant file.
 - Drafted background documentation about Lunch + Play site selection.
 - Divided PDX CARES Card data by month and placed it in the COVID-19 grant file.
 - Added PDX CARES Card program FAQs to the grant file.
- Worked on prep for the FEMA reimbursement application.
 - Divided Food Box data by month and placed it in the archive.

- **Added Food Box program FAQs in the archive.**

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.

- **Cleaned up data and updated number of donated leftover Lunch + Play meals.**
- **Held debrief meeting with Portland Public Schools Nutrition Services team about the Lunch + Play this year. Shared what went well and what improvements we can make next year.**
- **Approved DPRs for some final Lunch + Play expenses.**
- **Continuing to review Lunch + Play expenses for approval/transfer to the ECC grant internal order for tracking.**
- **Updated the Free Lunch + Play final report production schedule.**
- **Continuing to work on Final Report.**

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.

- **Completed Equitable Giving contract and started work.**

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.

- Reviewed and approved Hood to Coast invoices for payment the other week.

Food Box Deliveries September 21– September 25

Organizations	Boxes
Black Community of Portland	125
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

Organizations	Boxes
REAP	100
Risen	40
Rosewood Initiative	23
Sierra Leone Northwest Association	200
SUN Community Schools	162
Togo Community Organization of Oregon	30
VOZ Workers	20

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.

- **Confirmed all Community Based Organizations (CBOs) received their supplies this month.**
- **Modifying the order for next month's supplies based on requests.**

PDX CARES FOOD CARDS

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

- **Confirmed scheduled for remaining distributions of 46 PDX Cares Cards:**
 - **VERDE: Sep 24th**
 - **Lutheran Services NW: Oct 1st**
 - **Rosewood Initiative: Oct 2nd**
 - **Latino Network: Oct 9th**
 - **African Family Holistic Health Organization: TBD**
- **Confirmed that contracts for the following organizations are awaiting City signature:**
 - **African Youth and Community Organization**
 - **Division Midway Alliance**
 - **NAACP Portland**
- **Reviewed first two rounds of PDX CARES Cards. After starting with 3,984 cards total, we've established partnerships with 30 CBOs and have committed a total of 2,651 cards to date:**
 - **Seventeen distributions complete (1,712 cards)**
 - **Three distributions scheduled (138 cards)**
 - **Two distributions still need scheduled (92 cards)**
 - **Eight contracts in process (709 cards)**

- 1333 cards remain for round three. Working with Food Security team to select CBOs.

JVIC

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

- Developed plans for donation drive-in concert with other employee giving programs and in coordination with Food Security program.
- Community advocates connecting with CBOs to determine interest in receiving items from employee donation drive.
- Worked with Logistics on staffing transitions.
- Continued regular communication with CBOs and placed resource orders as needed.
- JVIC co-lead continued to provide support to Clackamas County.

Sheltering and Restroom Access

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

- Replacement tents damaged or destroyed from Labor Day windstorm arrived. Participants returned to the shelters on Saturday, September 19.
- Prototype of a new tent platform, constructed by Cascadia Clusters, arrived at Blended camp (Block R) Tuesday, September 22.
 - Initial meetings at Creating Conscious Community for People Outside C(3)PO are in favor of the platform (Block R voted yes); greenlighting work to move forward in drafting up a contract with Cascadia Clusters.
- Portland Rescue Mission clarified that they can no longer sustain providing free meals to camps. They provide dinner 7 days a week. Their last day is TBD, but no sooner than 2-3 weeks out.
- Held initial meeting between R2DToo's persons in charge (PICs) and public safety teams including Portland Police Bureau (PPB) and Central Eastside Industrial Council (CEIC). Plan is to reconvene in two weeks when R2DToo has hired staff that will perform PIC duty.

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

- Received signed Intergovernmental Agreement (IGAs) from Prosper Portland and Multnomah Co. for CARES Act money distribution.
- Received verification of Logistics ground transportation rental.
- Finalizing C(3)PO contract and Gift Card Procedures.
- Met with FEMA to review completed Hygiene Stations and Communicating Public Health projects.
- Gathered all backup documentation for 24/7 Parks restrooms through August.
- Met with Sheltering team regarding funding request to help with food delivery to outdoor shelters.
- Pulled bureau expenses for AP2 and reviewed for any potential FEMA reimbursement.

EQUITY & LANGUAGE ACCESS

Ensure compliance with Civil Rights Title VI and ADA Title II by institutionalizing an equity framework in all ECC services, communications, decision-making, and resource allocation. Provide equity and language

access advisement to all ECC sections and provide guidance in the use of citywide equity tools, guidance, procedures, and resources.

- Completed ECC Progress Report content adds and document review.
- Provided equity advisement to Citywide COOP planner on embedding equity into Citywide COOP planning processes; created plan for continuing advisement and next steps.
- Provided equity & language access advisement to Citywide Digital Divide work group.

JOINT INFORMATION CENTER (JIC)

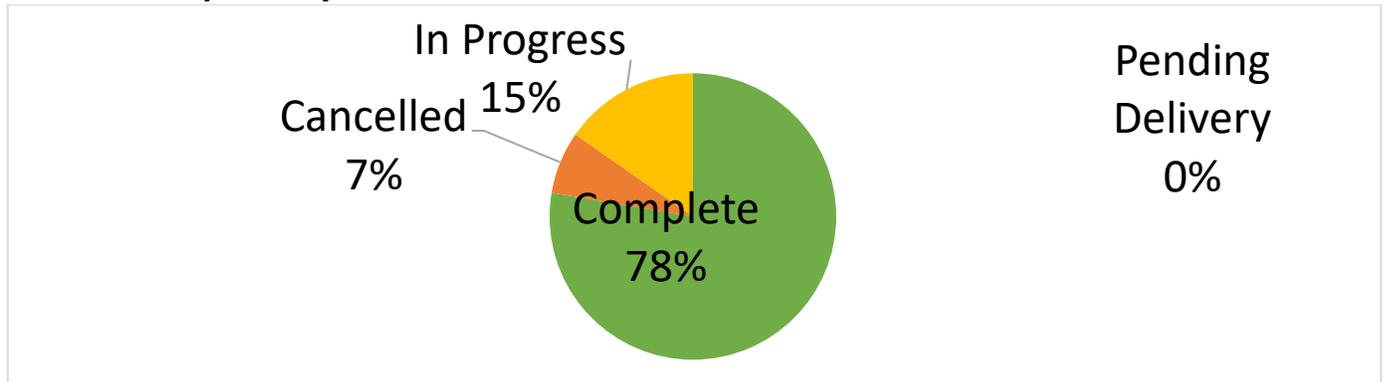
- Monitoring regional wildfires and potential public health complications with COVID-19.
- JIC team members were temporarily reassigned or had additional responsibilities supporting the State wildfire JIC, the regional wildfire JIS meetings, and the Portland Fire JIC.
- Continuing to monitor ongoing protests in Portland with large groups of people congregating closely together and the potential public health concern about spreading COVID-19.
- Attended the Oregon COVID-19 Farmworker Study webinar.

LOGISTICS SECTION

Accomplishments (as of 09/23/2020):

- To date, 73,039 meals have been delivered to temporary Emergency Outdoor Shelters.

Resource Requests by Status



Deliveries by Week

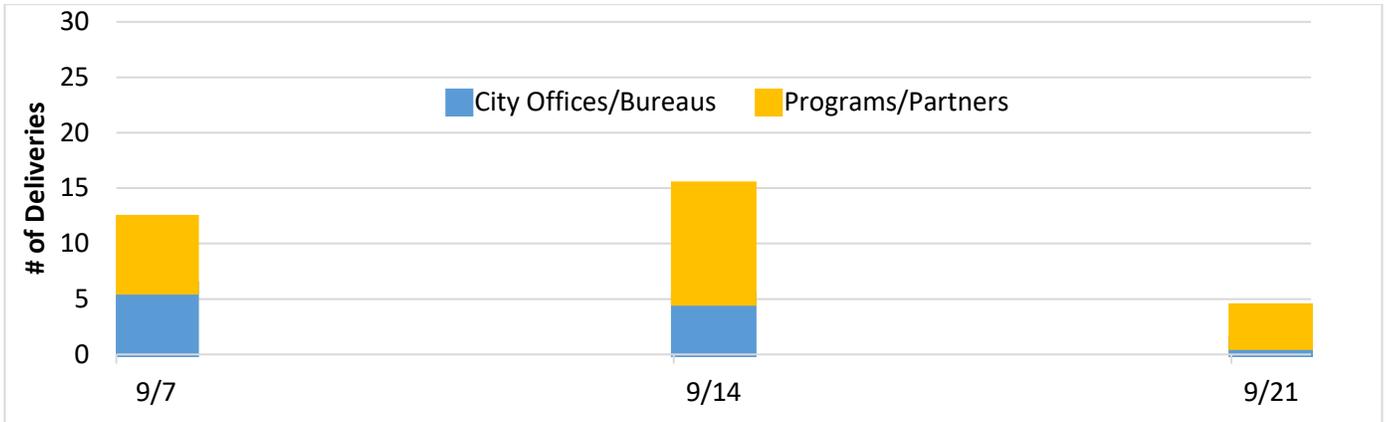
Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From September 16–September 22, the Supply Unit distributed cleaning supplies and PPE to the following City Bureaus and affiliates:

- Bureau of Development Services
- Portland Bureau of Transportation
- Temporary Outdoor Emergency Shelters

The Supply Unit also continues to purchase and distribute cleaning supplies, toiletries, and paper products in support of the JVIC. From September 16– September 22, the Supply Unit distributed cleaning supplies and PPE to the following Programs/Partners:

- Asian Pacific American Network of Oregon
- Bienestar de la Familia
- Ebony Collective
- Pacific Community Thru AFC

- Portland Community Reinvestment Initiative (PCRI)
- Portland Opportunities Industrialization Center
- Reach CDC
- Verde



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	137,134	246,506	36%
Hand Sanitizer (gal)	1,124	583	541	52%
N95 Masks	9,457	4,906	4,551	52%
Procedure Masks	79,001	31,306	47,695	40%
Wipes (packs/cannisters)	2,155	1,905	250	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	200	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

Distributed to Date	Bottles for Disinfectant/ Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
BRFS	0	0	600	50	0	0	0	0
BTS	14	1	788	0	1	20	0	0
OMF/Fleet	271	20	775	200	19	200	1,210	3
PBEM/ECC	39	2	166	430	3	53	202	5
PBOT	2,509	28,193	3,265	11,300	204	720	13,862	118
PF&R	437	0	0	30	95	260	200	198
PHB	17	0	220	700	1	0	270	7
PP&R	1,305	7,050	4,477	45,100	152	906	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	152	0	4
Other Programs/Partners+	12,328	114	168	60,350	32	235	3,270	1,021
Total	18,354	35,398	23,355	137,134	583	4,906	31,306	1,905

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	2422	2422	0	100%
Bar Soap	4798	3330	1468	69%
Conditioner	1286	1188	98	92%

Item	Received	Distributed	On Hand	% Distributed
Diapers (various sizes)	293	252	41	86%
Hand Soap	2241	1545	696	69%
Laundry Soap	1675	1535	140	92%
Maxipads	1634	1118	516	68%
Paper Towels	6682	5132	1550	77%
Procedure Mask	1725	1725	0	100%
Razor	1246	990	256	79%
Shampoo	1346	1345	1	100%
Tampons	712	688	24	97%
Toilet Paper	12967	11071	1896	85%
Toothbrush	2902	2406	496	83%
Toothpaste	3026	2218	808	73%

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

- **Bureau of Development Services (BDS)**
 - BDS has an ongoing Business Continuity Plan. They have identified financial and other triggers and monitor it closely for downturns in the construction industry. We have known for more than a month that BDS is running through its reserves too quickly for them to last the duration of the expected construction industry downturn.
- **Portland Parks & Recreation**
 - Recreation staff are participating in virtual We are Recreation training this week. The training is focused on Diversity, Equity, and Inclusion and virtual programming in response to COVID-19 related facility closures.
- **Portland Water Bureau**
 - The Water Bureau has begun planning for the expected resurgence of COVID-19 this fall. Next week we will discuss with our Emergency Management Advisors our pandemic staffing plan and contingency planning. After that we will work with Management Team to consider and address any expected needs.
 - Completed a draft Emergency Response Plan (ERP) that will be certified to the Environmental Protection Agency next week, that includes all major elements of emergency response planning and will be in tandem with our Emergency Operations Plan for emergency response procedures. The Bureau's new ERP, our COOP and Pandemic COOP, along with several other Bureau Plans, will be annexes to the EOP, which is in the final stages of completion.
 - BES and Water are working with partners from Seattle, Yakima and other Northwest emergency managers on pandemic planning activities for COVID-19. We are sharing plans and utility information and collaborating on best practices.
 - Oregon Water/ Wastewater Agency Response Network (ORWARN) (with participation of Water and BES) has completed the final distribution of FEMA-provided face coverings.
- **Prosper Portland**
 - On September 23, Proper Portland announced that it is the final week for the Small Business Relief Fund grant application. The applications close on Friday September 25 at 5pm. Please visit www.prosperportland.us/relief for timeline, eligibility requirements, applicant priorities and other program details.

E. PARTNER INFORMATION

STATE

Oregon Health Authority

- On September 21, OHA [released](#) a new COVID-19 Case Demographics and Disease Severity data dashboard to better reflect demographic disparities.
- Guidelines for [returning](#) to a home that survived a wildfire.
- OHA [announces](#) new COVID-19 wastewater monitoring project.
- Tips for [schooling](#) and working from home.
- Helping kids get [comfortable](#) with masks.
- Playdate [talking points](#) for parents.

F. RESOURCES

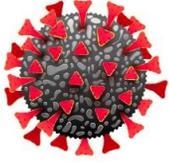
RESOURCES UPDATE

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 24, 2020 15:28
Approved by	Katy Wolf
Date/Time	September 24, 2020 16:24

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, October 1st.

H. APPENDIX B – CURRENT EAP OBJECTIVES 9/11/20-9/25/20

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (9/11/20 – 9/25/20):

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 (9/11/20 – 9/25/20)

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.
- 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. Transition fiscal sponsors from Join to the Right 2 Dream Too (R2D2) for the temporary Outdoor Emergency Shelters. Assist R2D2 in emergency exemption process to become qualified vendor with Joint Office of Homeless Services.
- b. Recover the temporary Outdoor Emergency Shelters to operational levels from before the September windstorm so residents may return to the shelters. Establish next steps for the weatherization of the camps.
- c. Conduct an after-action workshop for the fall peak tabletop exercise.
- d. Finalize the Diaper Bank contract to begin the diaper drive and distribution. Combine JVIC data sheets with other ECC data to get a sense of what groups the ECC is serving overall. Routinize the updated JVIC resource request process.
- 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. 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. Begin process of reporting on Equitable Giving Circle project deliveries in the 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. Work to address broad community needs related to digital divide and digital literacy for community members.

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, including food security expenses and redeployed staff costs.
- 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 25.

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 22.
- b. Work with Resource Unit on recruitment of two Ground Unit delivery drivers aiming to have employees in place by September 30.
- 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. Finalize draft of Job Hazard Assessment/Procedures for filling sanitizer and disinfectant bottles with Safety Officer by September 23.

6. **Planning:**

- a. Prepare for the October 22 Disaster Policy Council meeting, in coordination with ECC Manager and PBEM Director.
- b. 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. Conduct the first of three remobilization plan workshops by September 24.
- c. Continue to work with ECC Leadership on process improvements related to document accessibility, staffing, training, and ECC-wide support needs.
- d. 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 October 22.

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. 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.
- d. Meet regularly with ECC section chiefs to support the implementation of Equity decision-making tools and processes across ECC sections.
- e. Write final draft of Equity guidance and tools for ECC staff resources document. Present and train Command staff on ECC Equity Teams channel and document components on September 16.
- f. Continue to work with the JIC in finalizing our reopening video distribution process with Univision.
- g. Discuss Equity in COOP with citywide COOP managers and continue to be available for consultation regarding Equity to the Citywide COOP Planner, as needed for next steps.
- h. Provide content and edits to the ECC progress report by September 18.