



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



Situation Status Report

INCIDENT NAME: COVID-19

CITYWIDE READINESS STATUS: Full Activation

ECC GENERAL PHONE: 503-823-23230

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

OERS #: 2020-0528

PREPARED BY: Lisa Osterberg, Situation Unit Lead

REPORTING PERIOD: 10/08/20 1700 – 10/15/20 1700

REPORT #: 49 (10.15.20 0001)

Next Situation Status Report will be released: **Thursday, October 22.**

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, October 21 to ECCsitstat@portlandoregon.gov with subject line: COVID Situation Update – [Bureau Name].** Reminder that this report will be publicly available [online](#).

Contents**

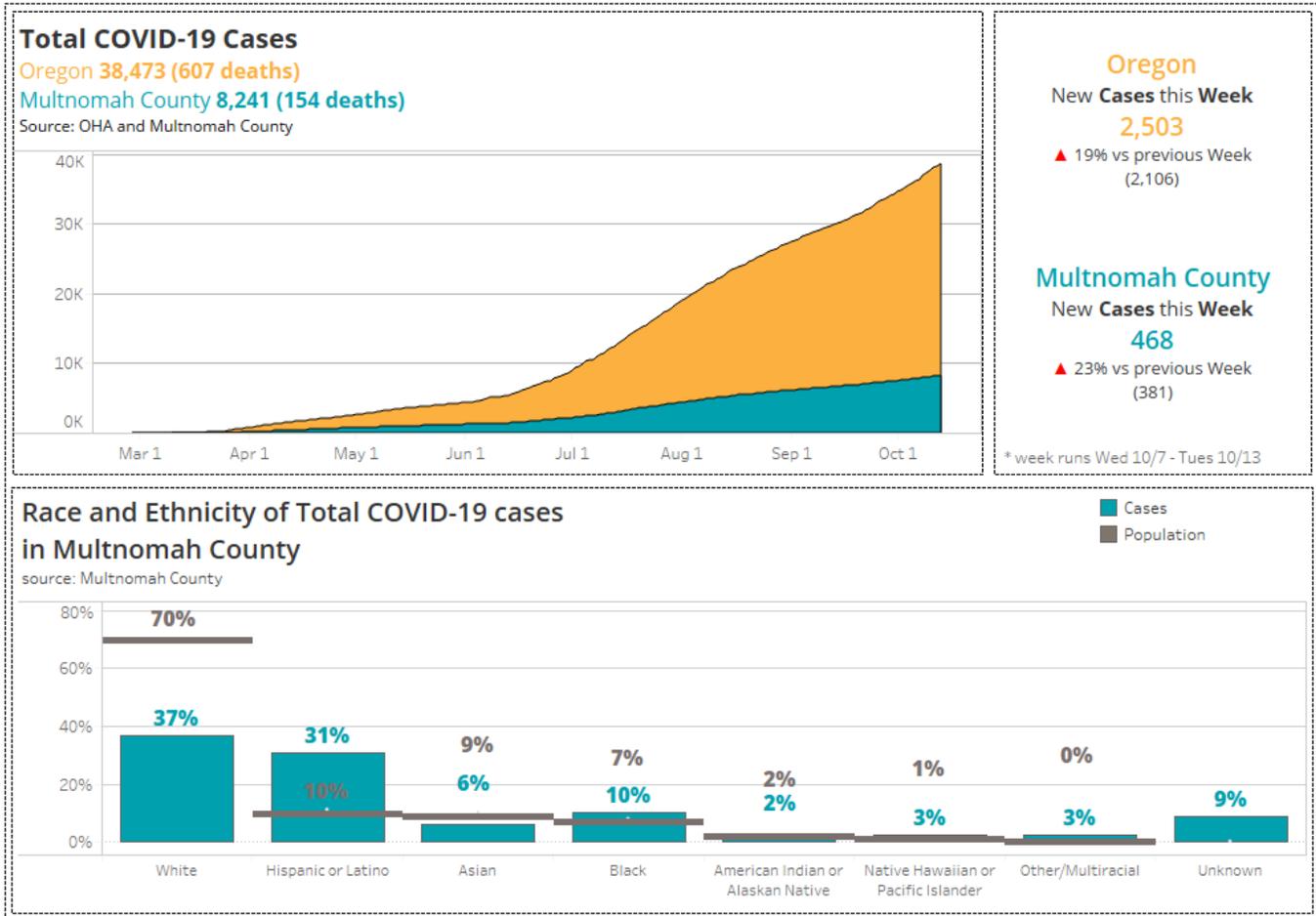
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****For the Word document version, hold the Ctrl button and click the page number on the right to take you to the section you would like. For the PDF version click the page number to take you to the section you would like.**

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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

Oregon recorded its most-ever weekly number of confirmed/presumptive cases of COVID-19 in the week that ended October 11; Weekly initial jobless claims reached 898,000 week ending 10/10; The Community Capacity Grant from Prosper Portland is a small grant which seeks to assist organizations looking to advance the practice of public participation.

Local and Regional News

- As of October 15, there are 144 confirmed Coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On October 14, [KGW reported](#) a story on how visually impaired students are dealing with the challenges of distance learning.
- On October 14, [OregonLive wrote](#) that Oregon reported 21 new coronavirus cases linked to schools.
- On October 14, [KOIN reported](#) that Oregon recorded its most-ever weekly number of confirmed/presumptive cases of COVID-19 in the week that ended October 11, which also saw deaths, hospitalizations and positive test rates rise.
- On October 13, the Governor [announced](#) that the Oregon Public Awareness Campaign on Face

Coverings Launched Nationwide.

- On October 13, [OHA reports](#) that Oregon reached a sad milestone as COVID-19 related deaths exceed 600.
- On October 13, [OPB reported](#) that the University of Oregon will continue to be mostly remote and online for winter term.
- On October 9, [KATU reported](#) that Governor Kate Brown re-added Umatilla County to the COVID-19 County watchlist.
- The [Community Capacity Grant](#) is a small grant from Prosper Portland which seeks to assist organizations looking to advance the practice of public participation. Accepted applications will receive between \$50-\$2000 per applicant, with the application closing November 11.

National and International News

- On October 15, [KGW reported](#) that Dr. Fauci criticized the concept of herd immunity to combat COVID-19.
- On October 15, [NBC reported](#) weekly initial jobless claims reached 898,000 the week of October 10, according to data released Thursday by the Department of Labor, a figure that was much higher than the 830,000 that analysts expected.
- On October 14, [OPB reported](#) that Paris is under curfew as Europe reacts to countries with the highest-ever coronavirus numbers.
- On October 14, [KGW reported](#) that Canada Prime Minister Trudeau says the border will stay closed until the US gets a handle on COVID-19.
- On October 13, [CNN reported](#) the fall surge is here.
- On October 13 [BuzzFeed News reported](#) that two major COVID-19 clinical trials were paused due to safety concerns.
- On October 12, [KGW reported](#) the confirmation of the first U.S. case of a person contracting COVID-19 twice.
- On October 12, [CNN reported](#) that some schools are two months into reopening under COVID-19, and no organizations are tracking national progress.
- On October 11, [Bloomberg reported](#) that COVID-19 may remain on paper money and touchscreens for four weeks.
- On October 9, [ABC News reported](#) that the U.S. Department of Agriculture will extend free meals for kids (0-18 years old) through the remainder of the school year, or June 30, 2021.
- On October 9, [The Hill reported](#) that the U.S. saw the highest number of new coronavirus cases since August.

WEATHER

October 15 to October 19 Forecast by [National Weather Service](#):

Today	Tonight	Friday	Friday Night	Saturday	Saturday Night	Sunday	Sunday Night	Monday
								
Areas Dense Fog then Sunny	Mostly Clear	Slight Chance Rain	Slight Chance Rain	Mostly Cloudy	Chance Rain	Chance Rain then Mostly Cloudy	Patchy Fog	Slight Chance Showers
High: 63 °F	Low: 47 °F	High: 63 °F	Low: 52 °F	High: 64 °F	Low: 51 °F	High: 64 °F	Low: 51 °F	High: 60 °F

National Fire Preparedness Level: 3

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:

- Worked with JVIC community liaison to meet supply request (e.g., masks, gloves) for RISEN. RISEN is a small grassroots organization serving community members in SW Portland.
- Distributed PPE and cleaning supplies to 29 caregivers and people with disabilities which included 420 disposable masks, 6 reusable cloth masks, 205 pairs of gloves, 18 bottles of hand sanitizer, 7 disinfecting wipes packages, and 18 PBOT transportation vouchers.

Food Security

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

GENERAL

ECC Food Security Project Dashboard

- Received feedback from ECC Aging and Disability team members regarding zip code visualization (Tableau) functionality with screen readers commonly used by the public.
- Gathered data for zip codes with highest PDX CARES card distribution to date--to locate ethnic and small grocers, farms, and community gardens.
- Requested that County partners gather zip code information for the CARES cash distribution program, to continue joint retrospective and policy analysis work related to food access during recovery.
- Determined that 14% of Portland Children's Levy 2020-21 funding for Hunger Relief is going to organizations also partnering with ECC Food Security, indicating need for further analysis.

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.

- **No updates this reporting period.**

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 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.

- **Reached out to Children’s Levy & Multnomah County for service updates, noting gaps in services for seniors and people with disabilities.**
- **Received over 200 additional requests for food boxes**
- **Distributed 1300 food boxes**

Food Box Deliveries October 12- October 16.

Organizations	Boxes
APANO	11
Black Community of Portland	150
Black Resilience Fund	150
Familias en Acción	45
Gurreras Latinas	20
HAKI Community Organization	150
Human Solutions	150
Lutheran Community Services Northwest	10
Mercy Connections	50
Mother & Child Education Center	15
REAP	100
Risen	40
Rose CDC	135
Rosewood Initiative	50
Samoan and Chuukese Community	28
SUN Community Schools	116
Togo Community Organization of Oregon	30
United Congolese Community of Portland	30
VOZ Workers Rights	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.

- **Contacted partners to determine needs for paper products now that fall is here.**

- **Met with ECC Logistics to refine ordering process and gather information about August-October orders to assist end of year budgeting.**

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.

- **Distributed the last of the Round 2 of PDX CARES cards.**
- **Reached out to 13 CBO's for Round 3 distribution**
- **Submitted one CBO contract for distribution services to ECC Finance.**

JVIC

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

- **Met with Hood to Coast and confirmed we can use their location for drop-off during food drives, can borrow their food donation barrels, and can accept donations of fresh onions and potatoes.**
- **Developed a work plan to complete food drive efforts; coordinated with the Office of Management and Finance (OMF) and Portland Parks & Recreation.**
- **Requested access to Smartsheets to complete transition to new resource ordering / tracking system.**
- **Contract with the diaper bank remains “stuck” in the procurement process. In the meantime, placed small diaper orders for the following groups as a stopgap measure:**
 - **Asian Pacific American Network of Oregon (APANO)**
 - **Beyond Black CDC**
 - **Black Parent Initiative**
 - **Brown Hope**
 - **Division Midway Alliance**
 - **Ethiopian and Eritrean Cultural and Resource Center**
 - **Familias en Acción**
 - **Human Solutions**
 - **Karen and Zomi Refugees**
 - **Mother & Child Education Center**
 - **Oregon Public Health Institute (OPHI)**
 - **Pacific Islander Community through AFC**
 - **Portland Community Reinvestment Initiative (PCRI)**
 - **Portland Opportunities Industrialization Center**
 - **Somali Bantu Citizen Group**
 - **Samoan/Chuukese Community (North Portland)**
 - **United Congolese Community Organization of Oregon (UCCO)**
 - **Urban League**
- **Affirmed the following groups will be joining the JVIC as served agencies:**

- Iu Mein Association of Oregon
- HOLLA Mentors
- Mercy Connections
- Ngoc Chau Temple (Vietnamese Community)
- Portland Disability Justice Collective
- Weno Piis Fonoton Oregon Organization
- Guerreras Latinas
- Project Dart PDX (Disability Awareness Resource Team)
- Welcomed two new Part Time JVIC case managers.

Sheltering and Restroom Access

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

- PBEM Director is working with decision makers to allow authorization of a temporary waiver of insurance for Right to Dream Too (R2D2). R2D2 is actively working to obtain the insurance policies needed.
- Updating the contract with R2D2 to allow the police to come onto the grounds during an active police incident.
- Met with Fire and Portland Housing Bureau to confirm that the Housing Bureau's requests match up with the required fire codes for shelters.
 - Next steps include researching the costs of running electricity into the camps to support heaters.

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

- Developed a contract tracker to determine the status of all CARES contracts and where they are in the process of being fully executed.
- Completed temporary Outdoor Emergency Shelter start-up costs application and reviewed it with FEMA before submission.
- Moved all Portland Fire & Rescue eligible PPE expenses from FEMA grant to AFG-S (Assistance to Firefighters Grant - Supplemental).
- Gathered all backup documentation for bureau expenses and prepared forms for FEMA project application.
- Submitted feedback to Budget Office review of decision package funding requests.
- Created a report to show remaining balance of each CARES project allocation and projected potential remaining funding.

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.

- No updates this reporting period.

JOINT INFORMATION CENTER (JIC)

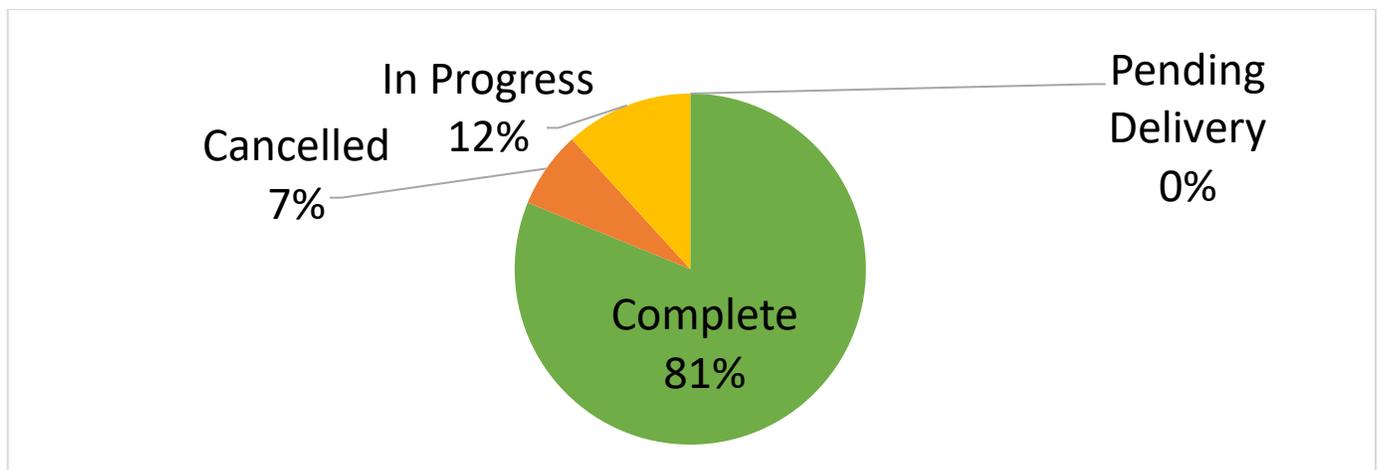
- JIC team members continue to monitor the ongoing protests in Portland with large groups of people congregating closely together and the potential public health concern about spreading COVID-19.
- Began analyzing the reach of the media campaign done through KGW and Univision.
- Prepared thank you letter and certificates of appreciation for Singapore mask donation (25,000 masks).
- Participated in “Emergency preparedness/response for people with disabilities” audit interviews.

LOGISTICS SECTION

Accomplishments (as of 10/13/2020):

- 88,619 meals delivered to temporary Outdoor Emergency Shelters.
- Providing storage space to local relief organization, Fires Igniting the Spirit. This group distributes COVID-19-related relief supplies to tribal and native communities.

Resource Requests by Status



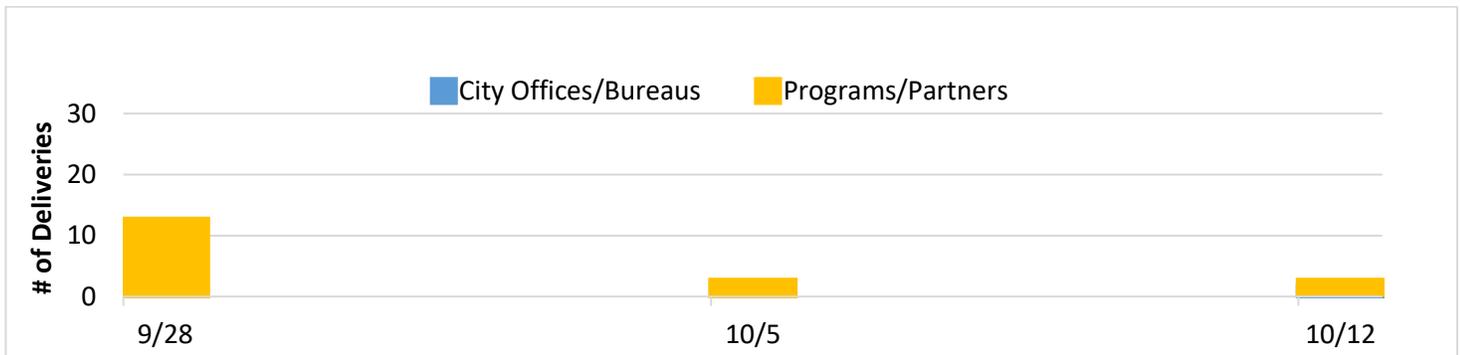
Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From October 7 – October 13 the Supply Unit distributed cleaning supplies and PPE to the following City Bureaus and affiliates:

- Temporary Outdoor Emergency Shelters

The Supply Unit also continues to purchase and distribute toiletries and paper products in support of the JVIC. From October 7 – October 13, supplies were provided to the following community partners:

- Rosewood Initiative
- 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	137,334	246,306	36%
Hand Sanitizer (gal)	1,124	583	541	52%
N95 Masks	9,457	4,926	4,531	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
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

Distributed to Date	Bottles for Disinfectant/ Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
Other Offices/Bureaus*	163	1	890	324	9	152	0	4
Other Programs/Partners+	12,328	114	168	60,550	32	255	3,270	1,021
Total	18,354	35,398	23,355	137,334	583	4,926	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	3470	3222	248	93%
Bar Soap	5060	4730	330	93%
Conditioner	1448	1448	0	100%
Diapers (various sizes)	293	252	41	86%
Cloth Face Coverings	4250	1360	2890	32%
Hand Soap	2511	1629	882	65%
Laundry Soap	1675	1625	50	97%
Maxipads	1730	1544	186	89%
Paper Towels	6682	6502	180	97%
Procedure Mask	1725	1725	0	100%
Razor	2142	1944	198	91%
Shampoo	1605	1605	0	100%
Tampons	905	704	201	78%
Toilet Paper	12967	12939	28	100%
Toothbrush	4745	4508	237	95%
Toothpaste	4927	3526	1401	72%

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**
 - **The Small Business Relief Fund grant process closed Friday September 25. Expected to notify applicants by the close of business on Wednesday, October 14, of the status of their application.**

E. PARTNER INFORMATION

STATE

Oregon Health Authority

- OHA [guidance](#) for keeping your face covering effective during rainy weather.
- OHA [guidance](#) for eye safety with so much screen time.
- OHA tips for [getting](#) Department of Motor Vehicle (DMV) services.

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	October 15, 2020 15:55
Approved by	Mike Meyers
Date/Time	October 15, 2020 16:33

G. APPENDIX A – FORWARD PLANNING DIGEST



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



FORWARD PLANNING DIGEST

October 14, 2020

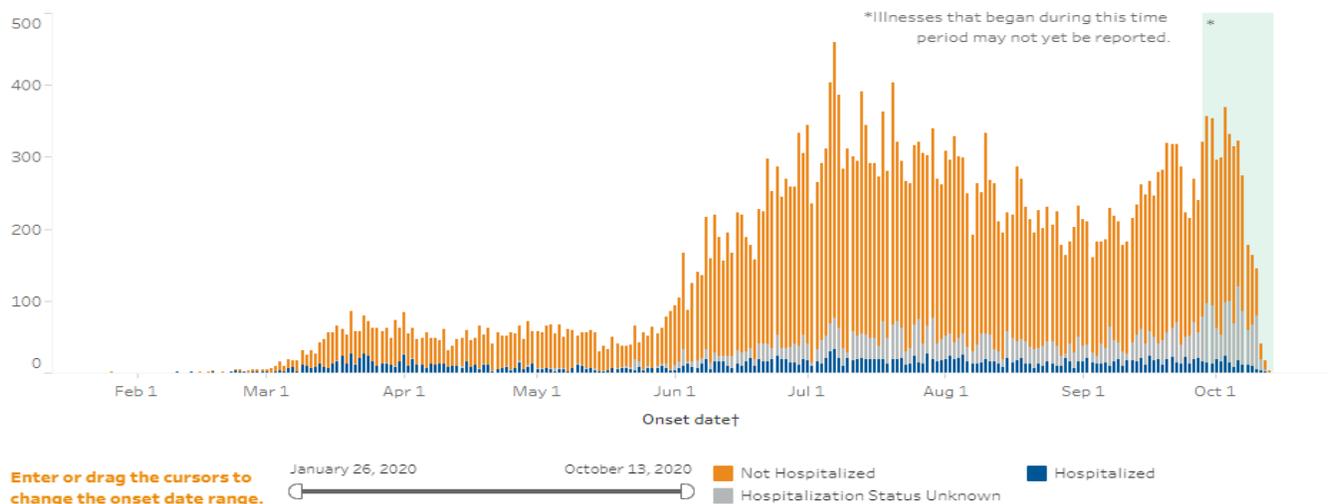
Portland Metropolitan Regional Update

CASES: For the week of October 4th, there were a total of 199 new cases of the coronavirus in Multnomah County. At the same time, 167 new cases were reported in Washington County, and 85 new cases were reported in Clackamas County.

Oregon's Epi Curve: COVID-19 cases

This chart shows the number of Oregonians who have been identified as COVID-19 cases and whether they were ever hospitalized for their illness. ‡

Total Cases	Hospitalized	Not Hospitalized	Hospitalization Status Unknown
38,160	2,848	31,165	4,147



Trending Issues

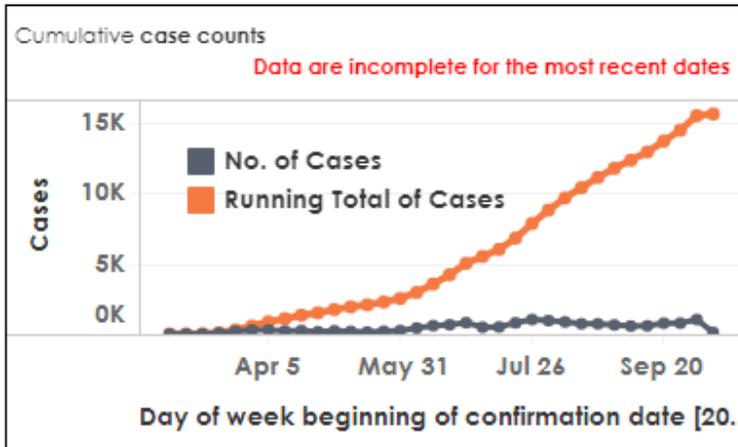
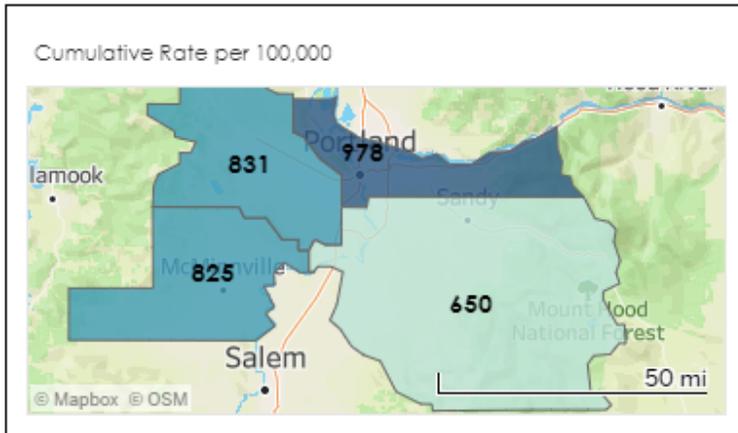
- LOCAL AND NATIONAL STATUS
- SCHOOL DISTANCE LEARNING UPDATE
- COVID-19 AND MENTAL HEALTH
- THE FLU AND COVID-19

LOCAL AND NATIONAL TRENDS

COVID-19 Case Count by County

Confirmed case count for the week of October 4.

- Multnomah 199
- Clackamas 85
- Washington 167



RANK	CITY	CASES PER 1,000
1.	Nashville	41.8
2.	El Paso*	33.9
3.	Memphis*	33.7
4.	Phoenix*	31.6
5.	Houston	31.6
6.	Jacksonville*	31.5
7.	Dallas*	31.2
8.	Las Vegas	29.9
9.	Chicago	29.6
10.	San Antonio*	28.8
11.	NYC	28.7
12.	Los Angeles	27.4
13.	Baltimore	26.3
14.	Charlotte*	25.7
15.	Boston	24.8
16.	Fort Worth*	24
17.	Columbus	23.9
18.	Philadelphia	23.5
19.	Austin*	23.2
20.	OKC*	23.1
21.	Louisville*	22.8
22.	Indianapolis*	22.5
23.	Washington D.C.	21.7
24.	Detroit	21.6
25.	Denver	18.3
26.	San Diego*	14.1
27.	San Francisco	12.8
28.	San Jose*	11.1
29.	King County	9.9
30.	Portland*	8.9
31.	Seattle	7.4

SOURCE MULTNOMAH COUNTY / SEATTLE

Cases Per Capita

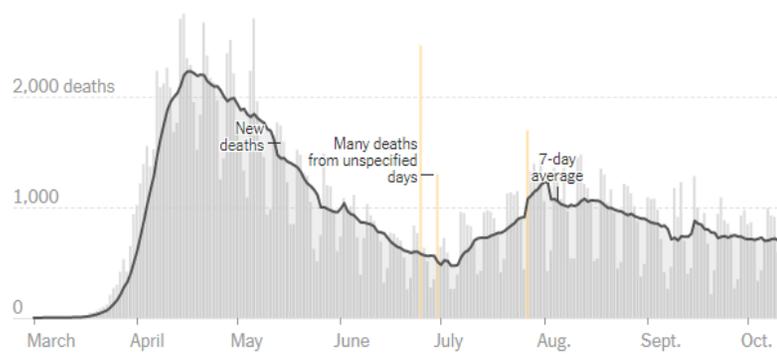
New reported cases by day in the United States



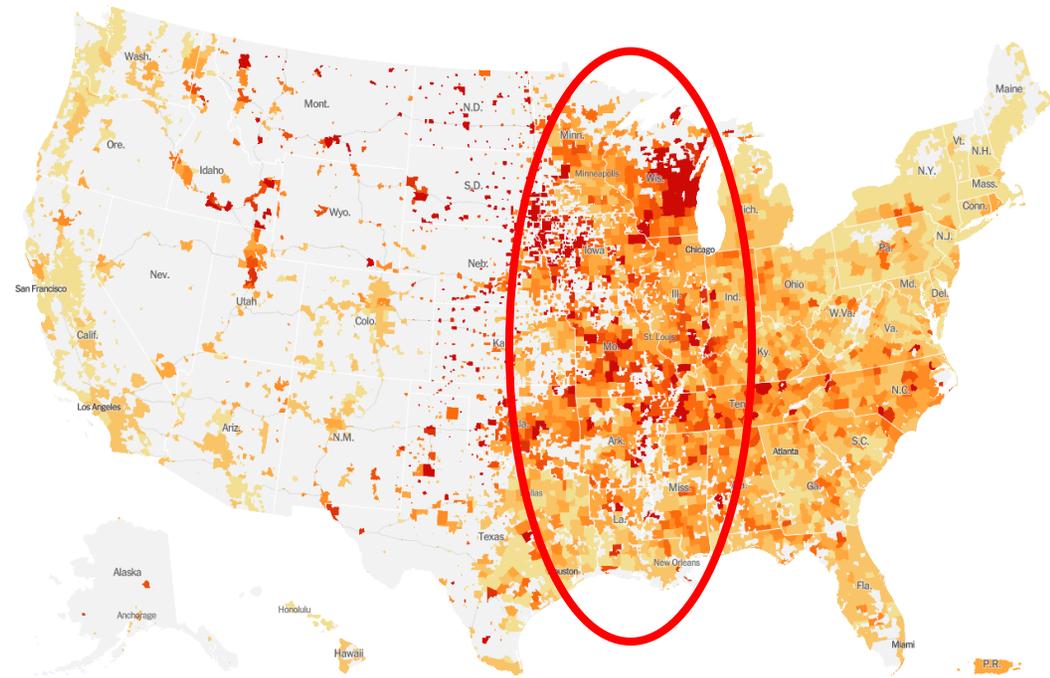
■ These are days with a data reporting anomaly. Read more [here](#).

Note: The seven-day average is the average of a day and the previous six days of data.

New reported deaths by day in the United States



■ These are days with a data reporting anomaly. Read more [here](#).



October 6, 2020

Oregon COVID-19 Testing Expected to Double

- The State of Oregon will be receiving up to 80,000 rapid testing kits per week until the end of the year from the federal government
- The tests can diagnose cases of COVID-19 in 15 minutes
- Distribution will be prioritized for vulnerable communities hardest hit by COVID-19, including migrant agricultural workers, communities of color and tribal communities, people living in care facilities, and Department of Corrections facilities
- To ensure the safety of Oregon students, tests will also be distributed to school health centers and colleges and universities.

SCHOOL UPDATE

- **School Reopening:** Many Portland area students won't return to the classroom until next year.
 - **Portland Public Schools:** Last week the Portland Public School District announced it would extend distance learning through January 2021.
 - **Beaverton Schools:** Last week, the Beaverton School District announced it would extend distance learning until February 8th.
 - **Gresham Schools:** The Gresham-Barlow School District announced it would continue on-line virtual school through November.

COVID-19 AND MENTAL HEALTH

The number of adults experiencing depression has tripled in the United States since the COVID-19 outbreak began.

- According to the U.S. Census Bureau, in June 2019, 11% of adults reported symptoms of anxiety and depression. In June 2020, the number of adults reporting those symptoms jumped to 36%.
- Public health actions such as social distancing can make people feel isolated and lonely and can increase stress and anxiety.
- Stress during an infectious disease outbreak can cause fear and worry about your health and the health of your loved ones.

People Who May Respond More Strongly to The Stress of COVID-19

- Those at higher risk for severe illness (older people, those with underlying medical conditions).
- Children and teens.
- People caring for family members.
- Frontline workers such as health care workers and first responders.
- Essential workers in the food industry.
- People who have existing mental health conditions.
- People who have a substance use disorder.
- People who have lost their jobs or had their work hours reduced.
- People experiencing homelessness.

Healthy Ways to Cope with Stress

- Know what to do if you suspect you are sick and concerned about COVID-19.
- Know where to go and how to get treatment.
- Take care of your emotional health.

- **Take breaks from watching or reading stories about the pandemic which can be upsetting.**
- **Try to eat healthy, exercise, get plenty of sleep.**
- **Take time to unwind. Try to do some activities which you enjoy.**
- **Call your healthcare provider if stress gets in the way of your daily activities several days in a row.**

COVID-19 AND THE FLU

- **Similarities: Fever, cough, body aches. Both can result in pneumonia.**
- **How it Spreads: Both spread in similar ways.**
- **Treatment: Neither the Flu or COVID-19 is treatable with antibiotics. Therapies for COVID-19 are being tested, but no vaccine is currently available. For the Flu, antiviral medications can address symptoms and shorten the duration of the illness. A vaccine is available and effective for the Flu.**

H. APPENDIX B – CURRENT EAP OBJECTIVES 10/09/20-10/23/20

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (10/09/20 – 10/23/20):

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 (10/09/20 – 10/23/20)

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. 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.
- c. **[UPDATE]** 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. **Complete task books by the end of the calendar year.**

- d. **[UPDATE]** Compile, track, and file receipt of signed ECC staffing offer letters to all current ECC staff **by October 31.**
- e. Create ECC staff handbook for command and general staff. The handbook will include SOPs from sections, the Equity Toolkit, and onboarding and offboarding information.
- f. 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.
- g. 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.
- h. 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. **[NEW]** Explore additional temporary Outdoor Emergency Shelter winterization options using residual CARES Act budget by the end of the calendar year.
- b. **[NEW]** Collaborate with ECC procurement to execute Diaper Bank contract, in order to begin delivering diapers to the community next week.
- c. **[NEW]** Continue to plan City staff donation drive. The drive is scheduled for November 6 and 7; and December 4 and 5. Mayor Ted Wheeler will announce the kickoff on November 4. Work with Hood to Coast to store and distribute the donations.
- d. **[NEW]** Continue working with ECC Finance and BTS on creating a website donation button for the Employee Annual Giving Campaign and which can be reused by the City Grants office during future emergencies by October 23.
- 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. **[UPDATE]** 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. **Work with the six newly identified CBOs on their needs for round three of card distribution.**
 - ii. **[UPDATE]** Continue reporting on Food Security projects: updating ECC Food Security Project Dashboard; **and provide transparency to the community by making food security data publicly accessible and by consistently updating the data presented.**
- f. Explore television programming opportunities with Metro East and Open Signal PDX to communicate with older adults and people with disabilities facing the digital divide (i.e., those with access to Internet). Determine whether ECC has an interest in sharing programming and/or whether bureaus (e.g., Civic Life, Parks, PBOT) should move forward with programming interests.

3. **Finance:**

- a. **[UPDATE]** Support the CARES Act allocation funding disbursement to East County Cities, Prosper Portland, RACC, **OHSU**, and bureau-led community support programs.
- b. **[NEW]** **Review and audit incident expenses and submit applications for congregate sheltering, PPE, cleaning supplies, communications, and food security projects to FEMA for potential reimbursement.**
- c. **[UPDATE]** Track all expenses pertaining to the Food Security Initiative and provide support to PDX CARES card distribution team **and finalize CBO contracts.**
- d. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the end of the City of Portland Emergency Declaration.
- e. Provide facilitation and financial guidance and support to the St. Johns Shelter project development.
- f. Provide procurement support to household, rent, and mortgage assistance contracts and the Digital Divide Work Group program.
- g. **[NEW]** **Develop a tool to track the status of contracts and agreements.**

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

- a. **[NEW]** **Compile results, initial findings, and recommendations of August/September online media campaigns in a report by October 23.**

5. **Logistics:**

- a. **[NEW]** **Implement newly established ordering timelines for both JVIC and Food Security Team resource requests. Reorganize and consolidate existing on-hand inventory to support implementation.**
- b. **[NEW]** **Implement and evaluate newly established order fulfillment process with Ground Support team.**
- 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.

6. **Planning:**

- a. Prepare for the October 22 Disaster Policy Council meeting, in coordination with ECC Manager and PBEM Director.
- b. **[UPDATE]** 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 last of three workshops on October 19.**
- c. 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. Update the PBEM Citywide Unhealthy Air Guidelines to reflect processes applied during the September wildfire and smoke emergency. Coordinate with BHR to review and provide clarifications on pay and benefit related content.
- b. Expand availability of illness in the workplace and contact tracing training to managers, supervisors, and others, as needed. Complete additional training by mid-October. Develop a plan to continue offering monthly contact tracing training.

- c. **[UPDATE]** Coordinate COVID-19 exposure and positive case tracking project with the Planning Section. Complete project **by the end of October.**
- d. **[UPDATE]** Research options and best practices for ECC incident reporting procedures. Determine if Risk Management incident reporting process will work for ECC staff. Preliminary research and recommended path forward will be completed **by the end of October.**
- e. **[UPDATE]** Execute an Exposure Strike Team alert test in coordination with the PBEM Everbridge Administrator **by the end of October.**
- f. **[NEW]** **Submit recommendation to the Workplace Safety Guidance Workgroup for changes to the City's face covering directive.**
- g. **[NEW]** **Review the draft Oregon OSHA COVID-19 Temporary Standard, monitor status of the draft document and adoption schedule updates. Begin updates to guidance documents and developing templates necessary to comply with the new standard.**

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. **[NEW]** **Provide Equity advisement to City COOP planner in creating guidance to include an Equity lens and analysis in the COOP Business Impact Analysis process.**
- f. **[NEW]** **Provide technical assistance to Section Chiefs on implementation of Equity guidance, resources, and tools housed in the new ECC Equity channel in Teams.**
- g. **[NEW]** **Provide advisement and support to Planning Section Chief in providing initial training to Planning Section staff on the roll out of the Equity guidance, tools, and resources at an upcoming Planning Section meeting the week of October 12.**