



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: 10/15/20 1700 – 10/22/20 1700

REPORT #: 50 (10.22.20 0001)

Next Situation Status Report will be released: **Thursday, October 29.**

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, October 28 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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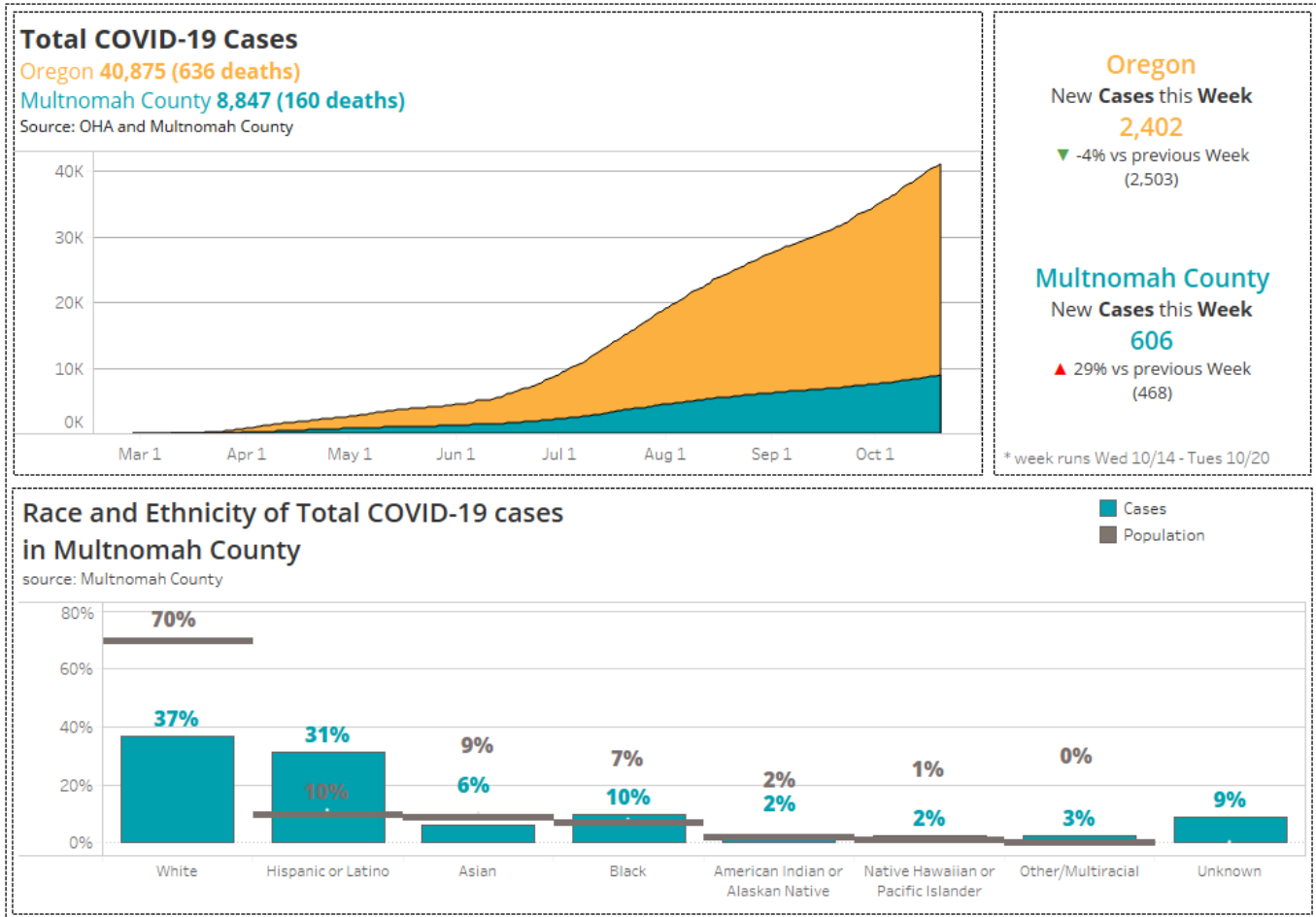
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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

City of Portland strengthens state of emergency response with real-time data; Meals on Wheels needs hundreds of volunteers for Thanksgiving for online visits to chat with isolated homebound clients; CDC released new guidance for face coverings.

Local and Regional News

- As of October 22, there are 140 confirmed Coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On October 21, [OPB reported](#) that State education officials plan to provide new [guidance](#) to schools later this month, which could make it easier for schools to reopen.
- On October 20, [Forbes reported](#) the City of Portland streamlined and automated the ECC org chart process using SAP Success Factors.
- On October 20, [KGW reported](#) that Meals on Wheels is in need of hundreds of volunteers on Thanksgiving for online visits to chat with isolated homebound clients.
- On October 19, [Multnomah County opened](#) a new Saturday-only testing site at Latino Network in Rockwood.
- On October 19, [OHA implemented](#) new statewide face covering [guidance](#) for Oregon.

- On October 18, [OregonLive reported](#) that Oregon was among the slowest at paying jobless benefits since the pandemic hit.
- On October 16 [OHA posted](#) the statewide vaccine plan for Oregon.

National and International News

- On October 22, [SFGATE reported](#) that if you test positive for COVID-19 in Hawaii you will be quarantined for 14 days.
- On October 21, [Stat News reported](#) that the CDC expanded the definition of close contact after a study suggests that COVID-19 can spread in brief interactions.
- On October 20, [CDC released](#) new guidance for face coverings on all forms of public transportation.
- On October 19, [KGW reported](#) that Ireland is limiting travel to a 3 mile radius in a strict COVID-19 lockdown, as cases surge.
- On October 18, [OregonLive reported](#) that while millions more rapid coronavirus tests are being distributed nationally, many results go unreported.
- On October 17, [CBS News reported](#) that the U.S. had over 69,000 new COVID-19 cases, the most in a single day since July.
- On October 17, [NPR reported](#) that millions are in dire financial situations as personal savings start to run out and people are still unemployed.
- On October 16, [CDC launched](#) a new COVID-19 vaccine page.

WEATHER

October 22 to October 26 Forecast by [National Weather Service](#):



B. ECC ACTIONS

COMMAND

- Presented the ECC Six Month Progress Report to the Disaster Policy Council, and distributed report to current ECC responders, and City and regional emergency management partners.

COORDINATION SECTION

Aging and Disability

Provide resources to the aging and disabled populations to address the needs associated with health and safety, social isolation, food security and caregiving.

General:

- Met with ECC's Public Information Officer to review COVID-19 communication steps and needs.
 - Worked with JVIC volunteers to pack weekly caregiving supply deliveries.

Food Security

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

GENERAL

ECC Food Security Project Dashboard

- **Worked with ECC Finance and BTS around the logistics and design of a public donation button and how it will appear on the City’s website. Met with JIC since we are getting closer to launch date.**

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.

- **Continued working with ECC Finance and PP&R staff to identify costs posted for the program in preparation internal budget work sessions.**

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.

- **Offered support to the Equitable Giving Circle around required financial reporting.** 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.

- **Distributed 1300 food boxes.**
- **Reviewed and updated FAQ to provide additional onboarding support for CBOs.**

Food Box Deliveries October 19- October 23.

Organizations	Boxes
Black Community of Portland	125
Black Resilience Fund	150
Community Alliance of Tenants	30
Familias en Acción	45
Gurreras Latinas	30
HAKI Community Organization	150
Lutheran Community Services Northwest	15
Mercy Connections	50

Organizations	Boxes
Mother & Child Education Center	15
REAP	145
Risen	40
Rosewood Initiative	23
Samoan and Chuukese Community	50
Sierra Leone Northwest Association	200
SUN Community Schools	162
United Congolese Community of Portland	50
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.

- **Modified Smartsheet orders to include internal item expenses to create better alignment with budgeted funds.**
- **Worked with ECC Finance and Logistics to identify where up to date expenditures are posted.**

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.

- **Discussion with ECC Finance regarding Pueblo Unido card distribution options; consulting with City Risk and City Attorney’s office regarding Community-Based Organizations (CBOs) modified distribution request.**
- **Contacted sixteen CBOs to schedule Round 3 distribution.**

JVIC

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

- **Updated JVIC dashboard to include newly added CBOs and assigned JVIC Community Advocates to the new CBOs.**
- **Finalized details for employee food drive; announced details at the bureau director’s meeting and in a citywide email.**
- **JVIC coordinated a meeting with CBOs to provide an opportunity for them to provide feedback on their experience with JVIC and ECC, including:**

- Feedback on how we are providing services
- Introduce CBOs to one another to build community
- Understand interest and needs for future work
- Shared information on “Accountability in Racial Equity” webinar series.

Sheltering and Restroom Access

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

- Cascadia Clusters donated construction materials and labor for a new gatehouse at Old Town Village (a temporary Outdoor Emergency Shelter).
- Shine donated three solar charging stations to charge phones and other equipment. One for each of the three temporary Outdoor Emergency Shelters.
- ECC bought a 15’ dry box to safely store and secure equipment at Old Town Village.
- R2DToo and C3PO staff met with Portland Police Bureau (PPB), to begin a monthly public safety dialogue discussing a coordination agreement and appropriate police protocol to ensure the safety and rights of shelter participants and police officers.

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

- Created a FEMA project application for COVID-19 triage website, including backup documentation and justification.
- Created FEMA project application for food box delivery and reviewed it with FEMA representative.
- Compiled PPE and cleaning supply expenses and backup documents into designated forms for FEMA project application.
- Reviewed Food Security expenses-to-date to reconcile budget and identify any underspent funds.
- Created Purchase Orders (POs) for organizations that will be delivering meals to temporary Outdoor Emergency Shelters through December 2020.
- Reviewed backup documentation for expenses related to community center shelters and consulted with FEMA regarding eligibility of these sheltering costs.
- Received Phase 3 PDX CARES card package requests for next 2 months.

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 that have large groups of people congregating closely together and the potential public health concern about spreading COVID-19.
- Moderated two panels for Commissioner-elect Carmen Rubio and Commissioner Dan Ryan on Public Safety and Equity.

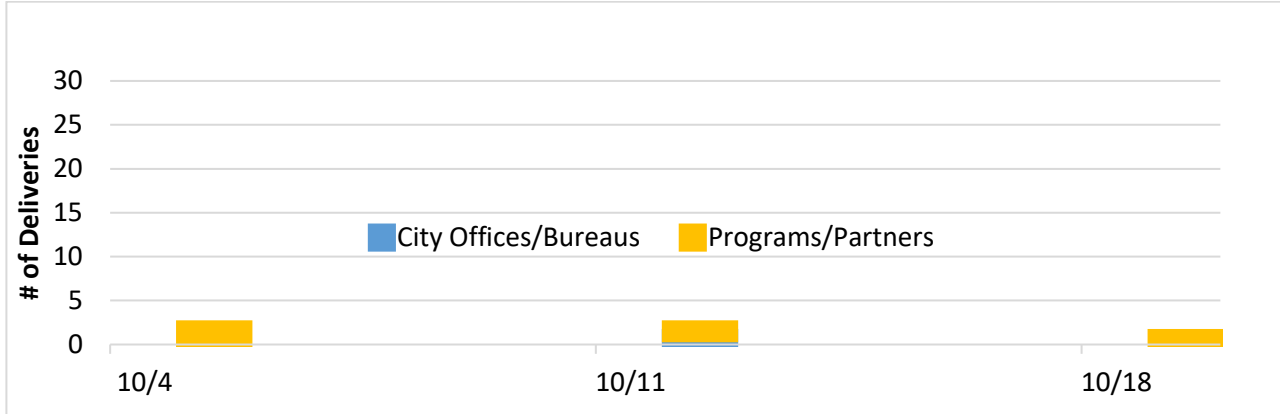
- Produced a social media campaign around Oregon Health Authority’s updated face covering guidance.

LOGISTICS SECTION

Accomplishments (as of 10/20/2020):

- A total of 93,469 meals have been delivered to temporary Outdoor Emergency Shelters.
- Providing storage space to local relief organization, Fires Igniting the Spirit. This group distributes COVID-related relief supplies to tribal and native communities.

Deliveries to City Offices/Bureaus & Programs/Partners



Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From 10/14/2020 – 10/20/2020 the Supply Unit distributed cleaning supplies and PPE to the following City Bureaus and affiliates:

- Temporary Emergency Outdoor Shelters

Bureaus are advised to coordinate delivery and payment of any cleaning supplies or PPE needs with their Bureau-designated Supply Contact.

The Supply Unit continues to purchase and distribute toiletries and paper products in support of the JVIC (Between 10/14/2020 – 10/20/2020, supplies were provided to the following community partners:

- Brown Hope
- Familias en Acción
- Human Solutions
- Karen and Zomi Refugees
- Mother & Child Education Center
- Oregon Public Health Institute
- Portland Community Reinvestment Initiative (PCRI)
- Samoan / Chuukese Community
- Somali Bantu Citizen Group
- United Congolese Community Organization
- Urban League
- Beyond Black CDC

- Portland Opportunities Industrialization Center

Logistics updating inventory information for the critical eight supplies (bottles, disinfectant spray, face coverings, gloves, hand sanitizer, N95 masks, procedure masks, wipes) to prepare for future remobilization.

Critical Eight 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
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	Distributed
Anti-Perspirant	3222
Bar Soap	4730
Conditioner	1448
Diapers (various sizes)	430
Cloth Face Coverings	1360
Hand Soap	1629
Laundry Soap	1625
Maxipads	1544
Paper Towels	6602
Procedure Mask	1725
Razor	2044
Shampoo	1605
Tampons	704
Toilet Paper	12939
Toothbrush	4508
Toothpaste	3526

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.
CityFleet	Active	No impacts. Discontinued graveyard shift, limiting vendor and customer access to our Kerby and Graham Garage. Continued staggered work shifts and 7% of Fleet employees continue to telework.
Emergency Communications / 911 (BOEC)	Partially Active	No Essential functions impacted
Fire & Rescue (PF&R)	Inactive	One Tier 3 essential function suspended: public education office.
Housing	Active	HOME rental inspections delayed
OMF Technology Services	Active	BTS has paused any non-essential projects and has previously set bureau expectations for project delays.
Parks & Recreation (PP&R)	Active, BICP Active	Some essential functions modified.
Police (PPB)	Active, BICP active	Three Tier 1 essential functions are impaired, by 10% or less: Payroll and Technology Critical Infrastructure Maintenance 17 Tier 2 and 3 essential functions are impacted to varying degrees.
Water (PWB)	Enhanced Operations	No Essential functions impacted.

*Bureau level essential functions are categorized in four tiers based on the targeted duration of time and a service level within which a function must be restored after a disruption to avoid unacceptable consequences.

Tier 1: 0-12 hours; Tier 2: 12-72 hours; Tier 3: 72 hours – 10 days; Tier 4: 10-30 days

D. BUREAU DETAILS

- **Portland Bureau of Transportation (PBOT)**
 - PBOT will complete snow and ice training for all operators Friday, October 23, and will complete a snow and ice dry run on Tuesday, October 27.
 - PBOT created an Exposure Response Team (ERT) comprised of HR Business Partners, Safety Officers, and a Risk Specialist. Effective immediately, the ERT is responsible for directing and implementing response to COVID-19 related illness/exposure cases at PBOT.
- **Portland Parks & Recreation (PP&R)**
 - Some PP&R brick and mortar bathrooms will begin the winterization process, meaning they will be closed for winter by November 15th.
 - There are 32 COVID-19 priority sites, with porta potties that will remain open 24/7 throughout the winter. Cleanings will increase to seven days a week.
 - Current funding for this program ends on December 30, 2020. The ECC submitted a fall Budget Monitoring Process (BuMP) request for additional funds to continue providing and servicing porta potties. This includes expanded winter service through mid-March at the 32 sites that don't have paired PP&R facilities.
- **Portland Police Bureau**
 - PPB is conducting a survey about the City's the Safety Net Program to determine how many people are interested in the program before deciding on whether to participate.
- **Portland Water Bureau (PBW)**
 - PWB provided a detailed safety message to all staff and included new state face covering guidance.
 - The Water Bureau sit-stat encouraged ongoing vigilance to prevent the spread of COVID-19, and the message that Oregon is among 37 states experiencing an upsurge of new cases over the past 14 days, currently begin termed the "second wave" of the coronavirus, with news that a "third wave" is expected.
 - PWB participated in a tabletop with PBEM on remobilization of the ECC, and discussed COVID-19 effects on mental health, coping with concurrent emergencies, upcoming cold weather, and the need to plan for potentially additional ECC staffing.

E. PARTNER INFORMATION

STATE

Oregon Health Authority

- OHA [guidelines](#) for flu shots.
- OHA [releases](#) the truth about the flu shot and COVID-19 testing.

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

APPROVED BY ECC COMMAND

Created by	Lisa Osterberg
Date/Time	October 22, 2020
Approved by	Katy Wolf
Date/Time	October 22, 2020 15:49

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 29th.

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. 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. 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. Explore additional temporary Outdoor Emergency Shelter winterization options using residual CARES Act budget by the end of the calendar year.
- b. Collaborate with ECC procurement to execute Diaper Bank contract, in order to begin delivering diapers to the community next week.
- c. 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. 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. 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. 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. Support the CARES Act allocation funding disbursement to East County Cities, Prosper Portland, RACC, OHSU, and bureau-led community support programs.
- b. 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. 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. Develop a tool to track the status of contracts and agreements.

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

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

5. **Logistics:**

- a. 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. 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. 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. Coordinate COVID-19 exposure and positive case tracking project with the Planning Section. Complete project by the end of October.
- d. 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. Execute an Exposure Strike Team alert test in coordination with the PBEM Everbridge Administrator by the end of October.
- f. Submit recommendation to the Workplace Safety Guidance Workgroup for changes to the City's face covering directive.
- g. 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. 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. Provide technical assistance to Section Chiefs on implementation of Equity guidance, resources, and tools housed in the new ECC Equity channel in Teams.
- g. 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.