



# 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,  
June Carter and Teresa O’Loughlin Situation Unit Staff**

**REPORTING PERIOD: 10/29/20 1700 – 11/05/20 1700**

**REPORT #: 52 (11.05.20 0001)**

Next Situation Status Report will be released: **Thursday, November 12.**

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, November 11 to [ECCsitstat@portlandoregon.gov](mailto:ECCsitstat@portlandoregon.gov) with subject line: COVID Situation Update – [Bureau Name].** Reminder that this report will be publicly available [online](#).

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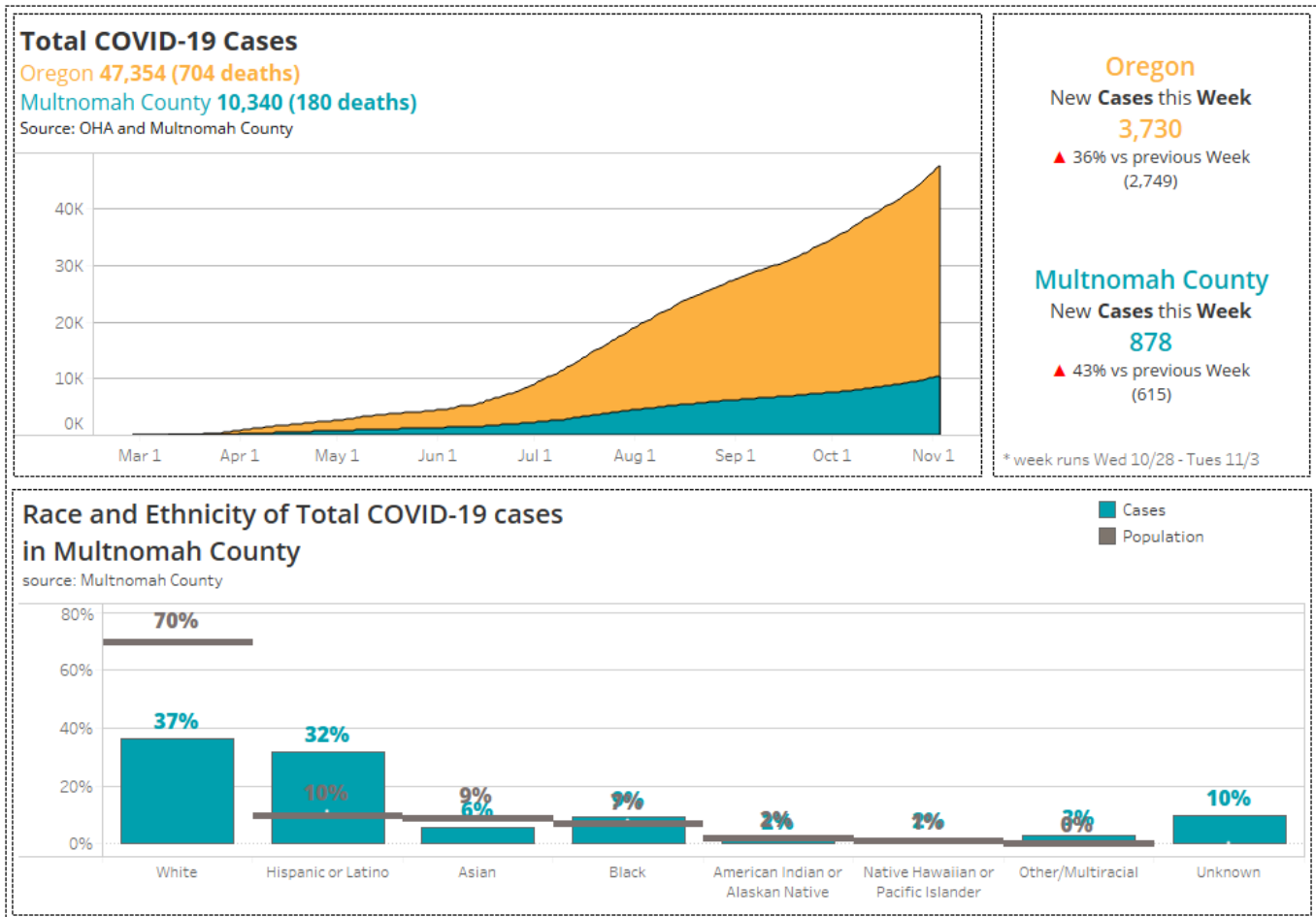
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## A. SITUATION SUMMARY



## OVERVIEW

### Significant events in this reporting period

The United States exceeded 100,000 cases of COVID-19 in one day on Wednesday, November 4; The Oregon Cares Fund for Black Relief and Resiliency committed more than \$27 million to Black Oregonians; Oregon hospitals could reach capacity by December.

### Local and Regional News

- As of November 4, there are 191 confirmed Coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On November 5, [KGW reported](#) 47 cases of COVID-19 at 24 Oregon schools.
- On November 4, [OHA posts](#) the highest weekly case count for COVID-19 since the pandemic began.
- On November 2, [OregonLive reported](#) that the [Oregon Cares Fund for Black Relief and Resiliency](#) committed more than \$27 million to Black Oregonians.
- On November 2, [Multnomah County released](#) Taking Care of Ourselves and Others: A COVID-19 Guide for Youth and Families.
- On October 31, [OPB reported](#) that Oregon hospitals could reach capacity by December.
- On October 30, [Governor Brown held](#) a press conference to announce changes to school metrics

for re-opening schools.

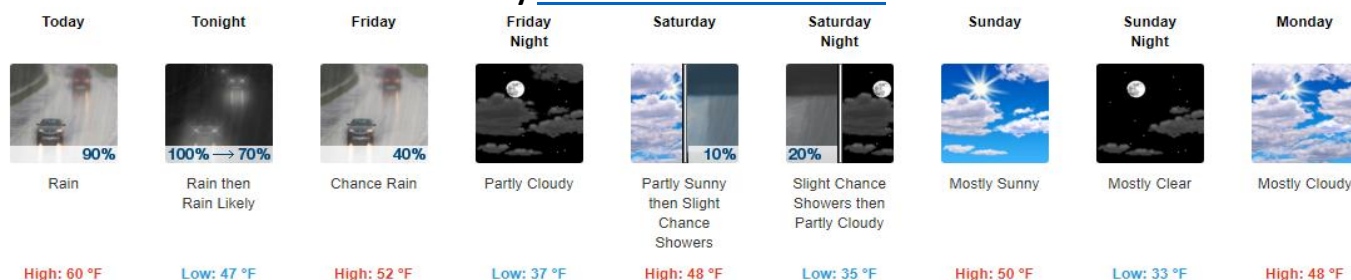
- On October 30, the [Oregon Department of Education released](#) new metrics and safety reminders for re-opening schools.

### National and International News

- On November 5, [Reuters reported](#) a Paris ban on night time food and drink delivery to tackle worsening COVID-19 crisis.
- On November 4, [The Washington Post reported](#) that coronavirus cases exceeded 100,000 in one day for the first time.
- On November 3, [Yahoo News Canada reported](#) that Ontario, Canada had the highest daily coronavirus case count since the beginning of the pandemic.
- On November 2, reported that the Massachusetts governor issued an overnight stay-at-home advisory amid rise in COVID-19 cases.
- On November 2, [Vox reported](#) that America's third COVID-19 surge is here. It was predictable and preventable.
- On November 2, [CNN reported](#) cases of COVID-19 in children are on the rise, with the highest 1-week spike yet.
- On October 31, [USA Today reported](#) that hospitals are overwhelmed with exhausted staff and that surging COVID-19 cases will push the nation's limits.

### WEATHER

November 5 to November 9 Forecast by [National Weather Service](#):



## 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:

- Distributed PPE supplies to people with disabilities and their caregivers.
- Began preparation for demobilizing the Aging & Disability Community Project. Caregiving assistance will move to JVIC. Social connections will move to bureaus.

#### Food Security

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

## GENERAL

### ECC Food Security Project Dashboard

- Prepared presentation for City Council meeting on Thursday, November 5.
- Met with EOC Multnomah County counterparts and other CARES funding programs to provide updates and information sharing.
- Met with the Oregon Food Bank and the ECC Equity Officer to affirm details for “Equity-Centered Child and Family Hunger Relief.” This project focuses on SUN school pantry sites utilizing redistributed CARES funds from the Free/Mobile Lunch + Play program.

## 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 new 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.

- Provided modified reporting template for discussion with Equitable Giving Circle.

## 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 1,300 food boxes.
- Black Resilience Fund will exit the ECC food box distribution program and is working on its own program.
- Worked with JVIC Lead and Liaisons regarding the recommended expansion of organizations from the JVIC dashboard. Food Box Deliveries November 2<sup>nd</sup> – November 6<sup>th</sup>:

Organizations	Boxes
<a href="#">Black Community of Portland</a>	125
<a href="#">Community Alliance of Tenants</a>	30
<a href="#">Familias en Acción</a>	45
<a href="#">Gurreras Latinas</a>	100
<a href="#">HAKI Community Organization</a>	150

Organizations	Boxes	
<a href="#">Lutheran Community Services Northwest</a>	15	
<a href="#">Mercy Connections</a>	50	
<a href="#">Mother &amp; Child Education Center</a>	40	
<a href="#">REAP*</a>	150	
<a href="#">Risen</a>	40	
<a href="#">Rose CDC</a>	60	
<a href="#">Rosewood Initiative</a>	23	
<b>Samoan and Chuukese Community</b>	145	
<a href="#">Sierra Leone Northwest Association</a>	200	
<a href="#">SUN Community Schools</a>	162	
<a href="#">VOZ Workers Rights</a>	15	
TOTAL	<b>1350</b>	
<i>*50 box surplus from 10/26-10/30</i>		

**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.

- **Divided up tasks related to supply data entry, and an evaluation process for concerns expressed by partners.**

### 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 90 PDX CARES Cards to Ngoc Chau Temple (Vietnamese Community)**
- **Distributed 89 PDX CARES Cards to Samoan/Chuukeese Community (N. Portland)**
- **Distributed 92 PDX CARES Cards to PDX Disability Justice Collective**
- **Delivered 150 PDX CARES Cards to Division Midway Alliance for distribution to their members.**
- **Met with Oregon Food Bank and the Portland Parks Sun Schools Supervisor to discuss CARES expansion with SUN pantries in David Douglas School District (DDSD), Centennial, Parkrose, and Portland Public Schools (PPS). Noted observation from County partners to serve Reynolds SUN pantry, due to the very high need in the area.**
- **Worked with Pueblo Unido and ECC Finance to devise a plan that will meet all needs related to CARES Card distribution.**

## **JVIC**

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

- **Attended a PDX CARES Card training with Food Security CARES Card Coordinator.**
- **Added SW Somali Community and First Church of the Apostolic Faith to the JVIC Dashboard.**
- **Continued to develop the JVIC dashboard using the SmartSheets platform.**
- **Discussed possible refinements to City's resource distribution process.**
- **Received the final shipment of more than 5,000 cloth face coverings, all produced by volunteers at The Portland Mask Project; distributed to CBOs through JVIC.**
- **Worked with the Food Security Team to finalize details for the City Employee Food Drive, which starts this Friday, November 6<sup>th</sup>. More info:**  
<https://www.portlandoregon.gov/omf/index.cfm?&a=766904>

## **Sheltering and Restroom Access**

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

- **Bureau of Environmental Services and Facilities located sewer laterals at the eastside temporary Outdoor Emergency Shelters. Once connected, the shower trailers will be relocated inside the confines of the temporary Outdoor Emergency Shelters, moving them out the right-of-way.**
- **Oregon Department of Transportation (ODOT) decommissioned wells in and around the eastside camps on Monday, November 2<sup>nd</sup>.**
- **Met with Pallet Shelters vendor to discuss timeframe for delivery and set up of temporary structures made from pallets. Setting up 30-40 units by the vendor will take approximately two days at each temporary Outdoor Emergency Shelter.**

## **ECC FINANCE SECTION**

*ECC Finance supports finance management for the Coordination Section projects.*

- **Submitted FEMA project applications to Oregon Emergency Management for ECC costs, Parks bathrooms, and hygiene stations .**
- **Reconciled ECC payroll expenses with Resource Unit report of scheduled staff that work at the ECC.**
- **Executed City of Troutdale, City of Wood Village, and City of Fairview IGAs and processed advanced payments of CARES funding.**
- **Executed contracts for Familias en Acción and African Youth & Community Organization for Food Security PDX CARES Card distribution.**
- **Met with Portland Housing Bureau & Multnomah County regarding Card Program and Disbursement options.**

## **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.*

- Provided Portland Police Bureau (PPB) Joint Information Center leadership with Language Access advisement, including technical assistance on how to implement the Language Access Guidance.
- Provided Equity and Language Access advisement to JVIC project lead on infographic to be used in safety information regarding masks with a target audience of limited English proficiency community members.
- Provided Equity and Language Access advisement to Food Security Unit’s culturally specific foods project team manager. Provided strategies and recommended procedures for increasing collaboration and revamping existing processes in order to attain more equitable outcomes for BIPOC community and community organizations.
- Provided Equity and Language Access advisement to Coordination Section Chief. Discussed program level advisement provided to Coordination section program leads in order to strategize how to address equity issues at a broader level. Recommended strategies for implementation of equity tools, resources, and guidance for the Coordination section teams.
- Provided civil rights content notes on progress report presentation.
- Recommended to the ECC Command leadership team to consider the need for standardization of health and safety infographics and messaging which follow accessibility, plain language, and language access best practices.
- Provided support to new immigrant community member in crisis.

### JOINT INFORMATION CENTER (JIC)

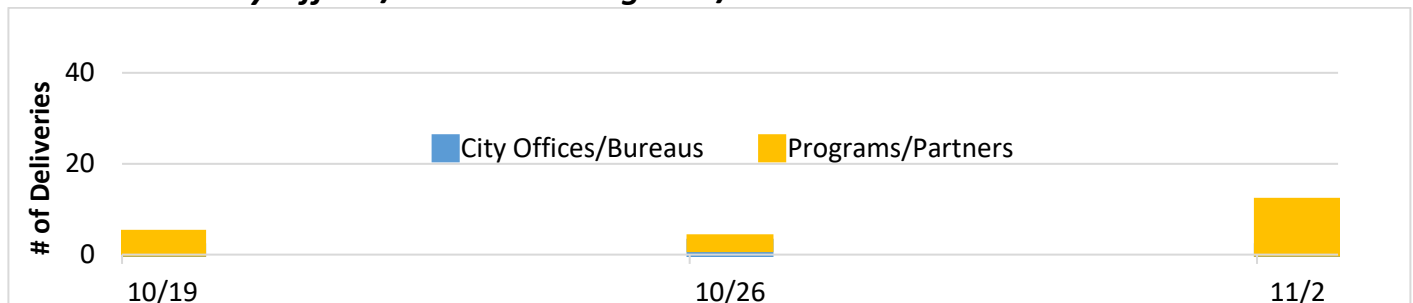
- JIC team members continue to monitor the ongoing protests in Portland that have large groups of people congregating closely together and the potential public health concern about spreading COVID-19.
- The JIC Manager is supporting the Portland Police Bureau JIC for election-related emergencies.

### LOGISTICS SECTION

#### Accomplishments (as of 11/3/2020):

- 103,169 meals delivered to temporary Outdoor Emergency Shelters.
- Delivered 20 outdoor patio heaters to City’s temporary Outdoor Emergency Shelters.

#### *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 October 28 – November 3 the Supply Unit distributed cleaning supplies and PPE to the following City Bureaus and affiliates.

- Rapid Response/Outdoor Shelters



- Aging and Disability

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

The Supply Unit also continues to purchase and distribute toiletries and paper products in support of the JVIC (Joint Volunteer Information Center). The JVIC is a joint City of Portland/Multnomah County government project. They connect requests for donations and other materials from local Community Based Organizations to households who can fulfill those requests. From October 28 – November 3, supplies were distributed to the following community partners.

- Division Midway Alliance
- Urban League
- Reach CDC
- Beyond Black
- Black Parent Initiative
- Self Enhancement
- Interfaith Movement
- Pacific Islander Community

### ***Critical Eight Remobilization Inventory for City Bureaus***

Item	On Hand
Bottles (various sizes)	6,394
Disinfectant Spray (gal)	184
Face Coverings	2,238
Gloves (various sizes)	245,300
Hand Sanitizer (gal)	538
N95 Masks	4,531
Procedure Masks	47,695
Wipes (packs/cannisters)	50

### ***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	173	430	3	53	202	5

Distributed to Date	Bottles for Disinfectant /Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
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	66,556	35	255	3,270	1,221
<b>Total</b>	<b>18,354</b>	<b>35,398</b>	<b>23,362</b>	<b>143,340</b>	<b>587</b>	<b>4,926</b>	<b>31,306</b>	<b>2,105</b>

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	4232
Bar Soap	6306
Conditioner	1894
Diapers (various sizes)	540
Cloth Face Coverings	5960
Hand Soap	2573
Laundry Soap	1755
Maxipads	2041
Paper Towels	8482
Procedure Mask	3275
Razor	2701
Shampoo	1951
Tampons	1014

Item	Distributed
Toilet Paper	13543
Toothbrush	5895
Toothpaste	5690

## ECC SAFETY OFFICER

- No new updates this reporting period.

## 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 is finalizing review of the Healthy Business Permits that will extend into Winter 2020-2021. Review includes checking for major conflicts with primary and alternate snowplow routes, especially at locations with street plazas in place.
- **Portland Water Bureau (PWB)**
  - Staff were encouraged to complete required FEMA trainings.

- Power outages during the pandemic could impact staff members who telecommute, and their ability to maintain connectivity. Staff is advocating for bureau representatives to attend the Portland Water and Power Black Sky Workshop & Tabletop Exercise on November 12. There is room for additional city employees to attend. Sign up at the link: <https://attendee.gototraining.com/r/3314446325259580417>

## E. PARTNER INFORMATION

### STATE

#### Oregon Health Authority

- OHA [guidance](#) for adjusting holiday plans.
- OHA [guidance](#) for emotional support options.
- OHA [releases](#) information on temporary paid leave program that offers support during quarantine, isolation.
- OHA [guidance](#) for cold weather and COVID-19.

## 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

<b>Created by</b>	Lisa Osterberg
<b>Date/Time</b>	November 5, 2020 14:18
<b>Approved by</b>	Katy Wolf
<b>Date/Time</b>	November 5, 2020 14:49

## 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, November 12<sup>th</sup>.*

## H. APPENDIX B – CURRENT EAP OBJECTIVES 10/23/20-11/06/20

### COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (10/23/20 – 11/06/20):

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 (10/23/20 – 11/06/20)

#### 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. Complete draft and deliver to Command by October 31.
- 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 and implement additional temporary Outdoor Emergency Shelter winterization options using residual CARES Act budget by the end of the calendar year.
- b. Execute the Employee Annual Giving Campaign scheduled for November 6 and 7; and December 4 and 5. Mayor Ted Wheeler will announce the kickoff on November 4.
- c. Work with ECC PIOs and BTS on creating a website donation button to be used by the Employee Annual Giving Campaign and the general public by November 6.
- d. 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. Begin round three distribution the week of October 26, to be completed by December 30.
  - 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.
  - iii. Finalize the plan to spend the remaining funds from Lunch + Play by the end of the calendar year, working with the ECC Equity Officer to ensure delivery is transparent and equitable.

## 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. Track the status of contracts and agreements through the City Procurement process.
  - h. Monitor CARES funding allocation to identify underutilized funds to be spent by December 30.
4. **Joint Information Center (JIC):**
- a. Compile results, initial findings, and recommendations of August/September/October online media campaigns and produce a report by December 1.
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 PPE 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 November 19 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 (flooding, severe cold, and wind or snowstorm event) with ECC and PBEM leadership. Complete the draft plan review process by November 6.
  - c. Distribute ECC Progress Report to current and past ECC responders and determine next level of distribution to the public or the web with ECC PIO by November 2.
7. **Safety Officer:**
- a. Update illness in the workplace and provide training to managers, supervisors, and others, as needed. Develop a plan to continue offering monthly contact tracing training by November 6.
  - b. Coordinate COVID-19 exposure and positive case tracking project with the Planning Section. Complete project by the end of October.
  - c. 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 November 6.
  - d. Execute an Exposure Strike Team alert test in coordination with the PBEM Everbridge Administrator by the end of October.
  - e. Review updates to the draft Oregon OSHA COVID-19 Temporary Standard (should be available October 23), 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 (BIA) process. Review COOP plan manager's draft BIA with Equity component by November 6.
- f. Check in with Section Chiefs on progress of implementation of the ECC Equity guidance, resources, and tools overview document (accessed through the new ECC Equity channel in Teams) over the next two weeks.
- 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 November 2.