



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: 11/17/20 1700 – 11/19/20 1700

REPORT #: 55 (11.19.20 0001)

Next Abbreviated Situation Status Report will be released: **Tuesday, November 24** and the next full Situation Status Report will be released **Thursday December 3**.

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, December 2 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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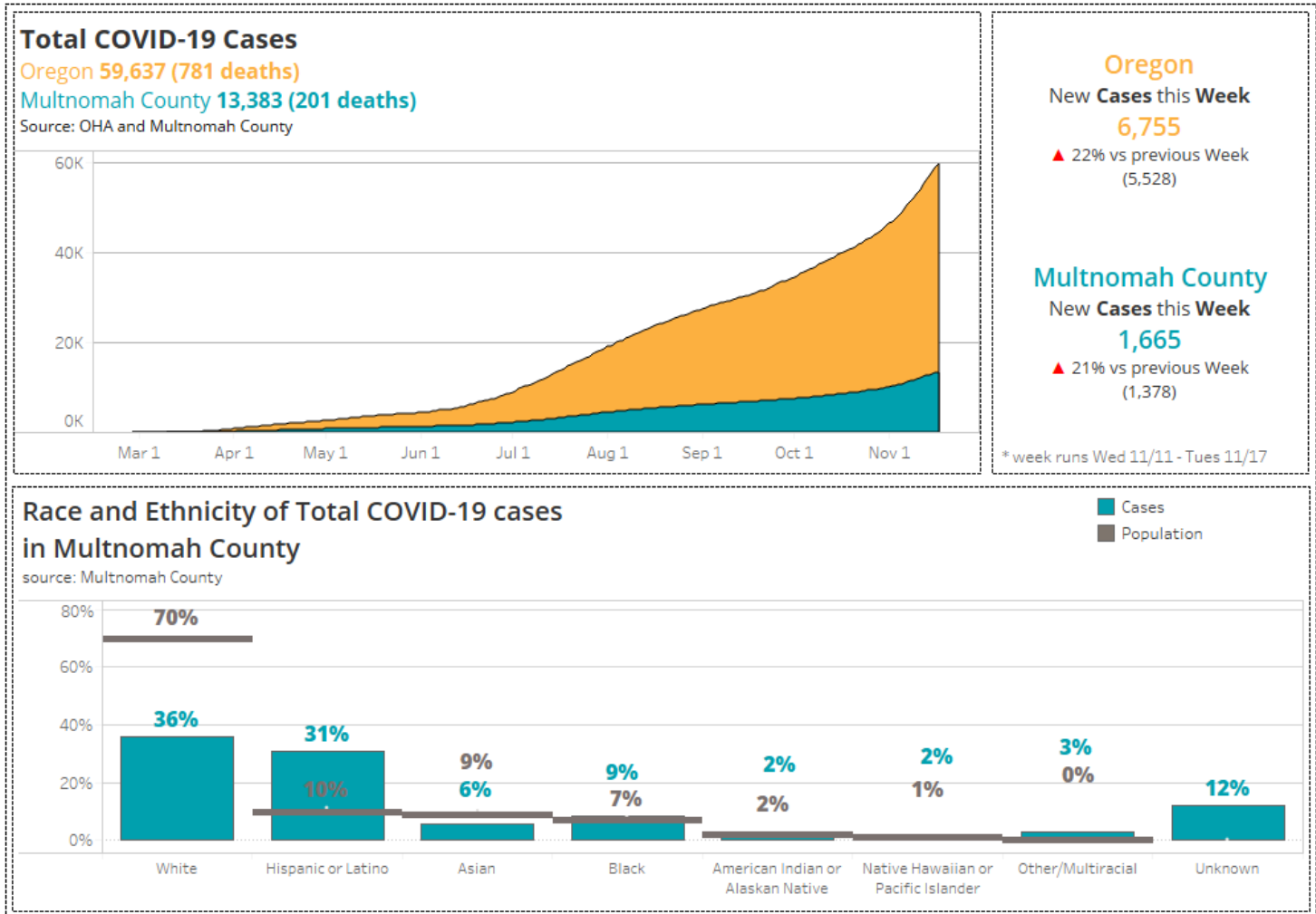
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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

Governor Kate Brown could declare a catastrophic emergency due to COVID-19, lawmakers could then likely convene the only remote session in state history; Governor Brown to assist Oregon restaurants in mitigating the economic impact of the partial lockdown; New Google Maps function that allows users to view COVID-19 hotspots.

Local and Regional News

- As of November 19, there are 414 confirmed Coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On November 19, [KATU reported](#) that OHSU is conducting a study to track saliva and sewage for COVID-19 clues in Portland.
- On November 18, [Willamette Week reported](#) that researchers with the [Georgia Institute of Technology and Stanford University have developed a tool](#) that shows the likelihood of running into someone who has COVID-19 in a group, depending on crowd size. In Multnomah County, that risk level is 49 percent in a crowd of 25.
- On November 18, [Klamath Falls News reported](#) that 51 Oregon Leaders asked Governor Brown

for a local approach to COVID-19 mandates.

- On November 18, [OPB reported](#) Governor Kate Brown could declare a catastrophic emergency due to COVID-19, lawmakers could then likely convene the only remote session in state history.
- On November 18, [KATU reported](#) the consideration of Washington and Oregon as COVID-19 “red zone” states according to a White House report.
- On November 17, [KGW reported](#) on president of the United Food Workers Local 555’s call for more local testing.
- On November 17, [KOIN reported](#) on calls to Governor Brown to assist Oregon restaurants in mitigating the economic impact of the partial lockdown.

National and International News

- On November 19, [OPB reported](#) that 12 million Americans will lose jobless benefits the day after Christmas unless Congress acts.
- On November 19, [CNBC reported](#) that the CDC urges Americans against traveling for Thanksgiving as coronavirus outbreak worsens.
- On November 19, [CNN reported](#) that a top US official says hospitalizations and deaths will keep climbing as COVID-19 cases explode nationwide.
- On November 18, the [New York Post reported](#) that nearly 800 nurses at a Philadelphia hospital went on strike.
- On November 18, [NBC News reported](#) that COVID-19 vaccines could be available by the end of December, and what needs to happen before they are available.
- On November 18, [KOIN reported](#) on a new Google Maps function that allows users to view COVID-19 hotspots.
- On November 18, [CBS News reported](#) that a record 73,000 people were hospitalized in the US and that new COVID-19 restrictions are in place.
- On November 18, [USA Today reported](#) that six lawmakers in five days were infected with COVID-19 and put a spotlight on Congress’ loose guidelines.
- On November 18, [Pfizer announced](#) the conclusion of the third phase of their COVID-19 vaccine. Additionally, the vaccine has demonstrated 95 percent efficacy.
- On November 17, [Stat reported](#) that the coronavirus was curtailed in the Cherokee Nation.
- On November 17, the [Food and Drug Administration \(FDA\) authorized](#) the first at home self-testing COVID-19 kit.
- On November 17, [The Hill reported](#) that the Centers for Disease Control and Prevention (CDC) indicates that Black, Latino, Hispanic, and Native American people are hospitalized with COVID-19 at nearly four times the rate of non-Hispanic white people.
- On November 17, [USA Today reported](#) that the country needs doctors more than ever to fight COVID-19, but smaller medical practices can't afford to stay open.
- On November 16, [Politico reported](#) that California lawmakers went to Maui with lobbyists despite the pandemic and travel warnings.

WEATHER

November 19 to November 23 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:

- Demobilized the Aging and Disability team on November 13.
- Caregiving program transitioned to JVIC.
- TV programming project assigned to bureaus.

Food Security

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

GENERAL

ECC Food Security Project Dashboard

- Presented “ECC Food Security” information to JVIC. Focused on the history of the program, our partners, and details about the food box program.
- Met with tribal partners to explore how we can support tribal leaders in assisting tribal members living in Portland.

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.

- **The number of Food Boxes distributed will reduce from 1300 to 1100. The contractor is unable to distribute the additional 200 boxes per week.**
- **Met with PP&R SUN school program manager to address program changes and support for families through December 30, 2020. Collaboratively problem-solved the change in service and provided follow up resource referral information and support.**
- **Collaborated with ECC Finance regarding encumbered expenses and responded to questions from FEMA liaison related to the ECC’s application for reimbursement.**

Food Box Deliveries November 16th – November 20th:

Organizations	Boxes
<u>Black Community of Portland</u>	125
<u>Community Alliance of Tenants</u>	30
<u>Familias en Acción</u>	45
<u>Gurreras Latinas</u>	50
<u>HAKI Community Organization</u>	150
<u>Lutheran Community Services Northwest</u>	10
<u>Mercy Connections</u>	50
<u>Mother & Child Education Center</u>	15
<u>REAP</u>	120
<u>Risen</u>	40
<u>Rosewood Initiative</u>	23
<u>Sierra Leone Northwest Association</u>	200
<u>SUN Community Schools</u>	162
<u>Togo Community Organization of Oregon</u>	30
<u>United Congolese Community Organization of Oregon</u>	50
<u>VOZ Workers Rights</u>	15
TOTAL	1115

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.

- **Working with our three partners, submitted monthly food packaging supplies order to ECC Logistics.**

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.

- **Executed a contract with the Oregon Food Bank (OFB) for the “Equity-Centered Child and Family Hunger Relief” project.**
 - **Ordered 3979 PDX CARES Cards.**
 - **Met with OFB staff.**
 - **Reviewed draft distribution plan.**
 - **Confirmed that the Governor’s freeze will not impact distribution at this time.**
- **Distributed PDX CARES Cards to Oregon Latino Health Coalition, NAYA, Familias en Acción, PDX Disability Justice Coalition, and AYCO.**
- **Met with ECC Finance to plan for distributing of the remaining PDX CARES cards considering the Governor’s freeze.**

JVIC

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

- **Received \$42,869 JVIC CBO requests for \$25,000 resources available.**
- **Completed transition of resource order tracking in Smartsheets.**
- **Provided information to OMF for the City of Fairview’s food box programs and advice on CBO selection process.**

Sheltering and Restroom Access

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

- **Delivered additional sandbags to the three temporary Outdoor Emergency Shelters to use to brace for high winds.**
- **C3PO will provide statistics including weekly totals of the number of people served and occupancy at each site.**
- **R2DToo provided a commercial general liability certificate of insurance.**
 - **ECC also formally requested auto and workers comp insurance.**

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

- **Distributed second batch of PDX CARES Cards to the Oregon Latino Health Coalition.**
- **Released more than 10 CARES Fund contracts to Auditor.**

- Executed Oregon Food Bank contract.
- Received 4,000 Portland Housing Bureau/Multnomah County CARES Cards for houseless individuals.
- Received approval for the Parks bathroom project and submitted funding obligation FEMA.
- Identified and closed unneeded open purchase orders and released the encumbrances.
- Submitted FEMA project application for PPE purchases; will add distribution dates per FEMA feedback.
- Met with FEMA Regional Program Delivery Manager to discuss eligible costs for food box delivery, camp clean up, and temporary Outdoor Emergency Shelters.
- Executed Regional Arts & Culture Council contract and processed payment of CARES funding for venue support.

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)

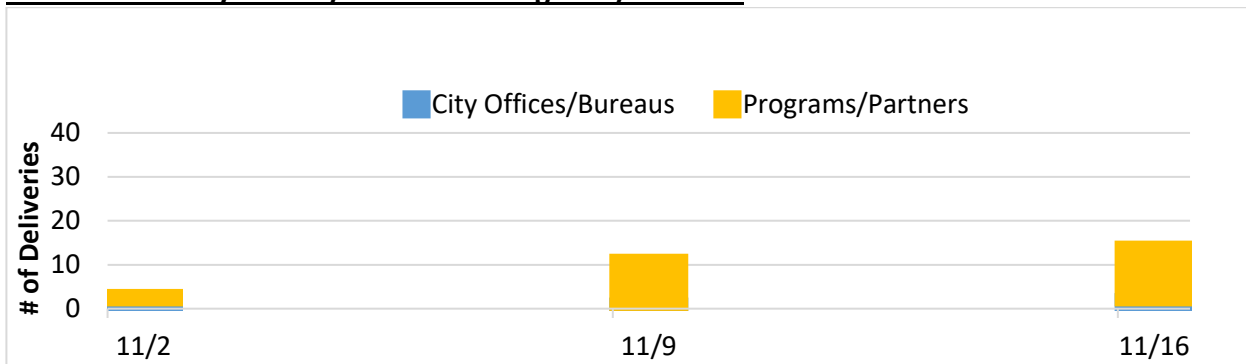
- JIC team members prepared for a Disaster Policy Council presentation.
- JIC team members moved forward with County-approved caregiving PPE flyers from the Aging and Disability Community Project.
- JIC team members coordinated Citywide amplification of holiday safety messaging.
- JIC team members met with Mayor’s Office, Multnomah County, and PBOT PIO/Equity Team about fast-tracking some of the proposed BIPOC-centered public health messaging (funded by CARES Act).

LOGISTICS SECTION

Accomplishments (as of 11/17/2020):

- 112,869 meals delivered to temporary Outdoor Emergency Shelters.
- Provided N95 masks from the Remobilization Cache to OMF and Fleet Services workgroups for work-specific (not COVID-19) use.

Deliveries to City Offices/Bureaus & Programs/Partners



Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue. From November 11 – November 17 the Supply Unit made progress towards distributing cleaning supplies and PPE to City Bureaus and affiliates.

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

The Supply Unit 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 November 11 – November 17, supplies were prepared for distribution to community partners.

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	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
BDS	0	1,500	0	12	200	0	0
BES	4	430	0	1	60	200	39
BFPDR	0	51	0	0	0	0	0
BHR	0	270	200	0	0	50	0
BOEC	0	450	8,100	9	0	1,050	71
BPS	0	320	0	0	0	0	0
BRFS	0	600	50	0	0	0	0
BTS	1	788	0	1	20	0	0
OMF/Fleet	20	775	200	19	200	1,210	3
PBEM/ECC	2	173	430	3	53	202	5
PBOT	28,193	3,265	11,300	204	720	13,862	118
PF&R	0	0	30	95	260	200	198
PHB	0	220	700	1	0	270	7

Distributed to Date	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
PP&R	7,050	4,477	45,100	152	906	8,580	184
PPB	2	7,152	0	3	2,000	0	150
PWB	11	1,833	10,350	43	100	2,412	105
Other Offices/Bureaus*	1	890	324	9	152	0	4
Other Programs/Partners+	114	168	66,556	35	255	3,270	1,221
Total	35,398	23,362	143,340	587	4,926	31,306	2,105

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 has made deliveries to the following 51 organizations through the Joint Volunteer Information Center: Africa Family Holistic Health Organization, African Youth and Community, Asian Pacific American Network of Oregon (APANO), Black Parent Initiative, Beyond Black, Bhutanese Refugees, Bienestar de la Familia, Black Community of Portland, Brown Hope, Community Alliance of Tenants (CAT), Disabled Refugee Alliance, Division Midway Alliance, Ebony Collective, Ethiopian and Eritrean Cultural and Resource Center, Familias en Accion, Guerreras Latinas, Home Forward, Human Solutions, Impact NW, Interfaith Movement*, Iraqi Society of Oregon, IRCO - Africa House, Karen Speaking Community, Karen and Zomi Refugees, Metropolitan Family Services – Belmont, Mingala Grocery, New Avenues for Youth (NAFY), Nepali Bhutanese Community, Oregon Latino Health Coalition, Oregon Public Health Institute, Pacific Community Thru AFC, Pacific Islander Community through AFC, Portland Community Reinvestment Initiative (PCRI), Portland Mask Project, Portland Opportunities Industrialization Center, Reach CDC, REAP, Risen, Rose CDC, Rosewood Initiative, Samoan/Chuukese Community (North Portland): IRCO, Self Enhancement Incorporated, Slavic Community Center of NW, Somali Bantu Citizen Group, TOGO Core, United Congolese Community Organization of Oregon (UCCO), Urban League Senior Center, Utopia PDX, Verde, Village Gardens, Voz Workers' Rights.

Item	Distributed
Anti-Perspirant	4763
Bar Soap	6132
Conditioner	2054
Diapers (various sizes)	533
Cloth Face Coverings	2350
Hand Soap	1843
Laundry Soap	1975
Maxipads	1914

Item	Distributed
Paper Towels	9412
Procedure Mask	5925
Razor	3501
Shampoo	2257
Tampons	1053
Toilet Paper	14861
Toothbrush	5765
Toothpaste	4613

ECC SAFETY OFFICER

- The ECC Safety Officers provided illness in the workplace and contact tracing training for approximately 200 City employees. Monthly classes are offered for managers and supervisors through CityLearner. The ECC provided 0.5 FTE to assist ECC Safety Officers and bureaus with contact tracing.
- The ECC Safety Officers are working closely with the City’s COVID-19 Workplace Safety Workgroup to update guidance and training based on the Oregon OSHA Temporary Rule Addressing COVID-19 Workplace Risks.

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)	Inactive	Work continues to update BDS’ electronic systems to make it more convenient for customers to submit and monitor the status of their permit requests. All permits are being accepted electronically. Review times in some categories are extended.
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.

Bureau/Office	COOP/Incident Command Post Status	Essential Function* Status
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 Parks and Recreation (PP&R)**
 - PP&R Tennis Center closed November 17.
 - Due to new guidelines, some PP&R permits will be canceled. The permit center is waiting on technical guidance regarding sport rentals.
 - Outdoor bathrooms were winterized; 53 COVID-19 priority sites still have porta potties, providing 24/7 access.
 - Six sinks were vandalized in portable units; PP&R is waiting for guidance to replace them.
 - PP&R is in the process working to get vehicle magnets or a frame with a message to remind folks to stay back 6 ft. This will help keep workers safer when they are working in parks and buildings.
- **Portland Police Bureau (PPB)**
 - The Bureau is working with ECC Safety Officers and following the OSHA COVID 19 Temporary Rule Provisions that went into effect on November 16, including using the policy for notifying employees when an exposure occurs.

E. PARTNER INFORMATION

FEDERAL

Centers for Disease Control and Prevention (CDC).

- CDC [guidance](#) for holidays.
- CDC [releases](#) information on mental health visits to emergency rooms has risen drastically for children under 18.

STATE

Oregon Governor's Office

- Governor Kate Brown announced the launch of the “Give the Gift of Oregon” campaign as part of a comprehensive effort to support local businesses statewide. Shopping local is more important than ever due to the significant economic hardships that COVID-19 has created for Oregon businesses across the state. Oregonians will be able to find featured businesses across the state, along with gift ideas on traveloregon.com/giftforegon. The campaign also highlights the Oregon Wine Board's [The Giving Season](#) efforts, as well as the [Built Oregon Marketplace](#), an online platform that provides consumers with an opportunity to discover products from Oregon makers.

Oregon Health Authority (OHA).

- OHA [guidance](#) for travel.

- OHA [guidance](#) for statewide ‘freeze’.
- OHA [guidance](#) on applying for food, cash and other assistance from home during Oregon’s 2-week freeze (4-week freeze in Multnomah County).
- OHA [tips](#) for face coverings.
- OHA [guidance](#) for safe holiday meal.

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	November 19, 2020 16:08
Approved by	Katy Wolf
Date/Time	November 19, 2020 16:30

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, December 3rd.

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

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

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 (11/06/20 – 11/20/20)

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. Continue use of interim solution until a software is deployed. Job aid for new sections to be completed by November 13.
- 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

November 20.

- 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 November 13.
- 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. Implement additional temporary Outdoor Emergency Shelter winterization by using residual CARES Act budget by the end of the calendar year. The Aging & Disability Unit will demobilize by November 13. The Caregiving Unit will move to JVIC.
- b. Plan, prepare for, and facilitate the next Citywide COVID-19 information meeting on November 12.
- c. Execute the Employee Annual Giving Campaign (the employee food drive) scheduled for November 6 and 7; and December 4 and 5, taking place at three locations throughout Portland. Tom Rinehart will make an announcement and Bureau Directors will share this donation and volunteering opportunity.
- e. Assist BTS and our bank as they test the functionality of the City Employee donation button on the City's COVID-19 website for the Employee Annual Giving Campaign, and the general public by November 13. The webpage for the donation button is under development.
- f. Address food security needs with the most vulnerable communities in Portland by:
 - Identifying and working 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 food needs; Use this work to support locally owned food providers and culturally identified businesses during the economic crisis.
 - i. Execute contracts and deliver CARES cards for distribution. Add organizations to the routine service waitlist from the JVIC dashboard until additional capacity becomes available.
 - ii. Finalize the plan to spend the remaining Lunch + Play funds by the end of the calendar year by coordinating with David Douglas SUN School, hiring new staff, executing Oregon Food Bank contract, and distributing CARES Cards to SUN pantry sites.

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, ECC staff costs, campsite cleanup, 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.
 - d. Establish a Chromebook Replacement Program in partnership with Smart City PDX by November 15.
 - e. Update and implement self-quarantine procedures and policies for City employees who utilize the City's "quarantine hotel".
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 20.
 - 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 13.
7. **Safety Officer:**
- a. Coordinate COVID-19 exposure and positive case tracking project with the Planning Section. Complete project by November 13.
 - b. Review updates to the draft Oregon OSHA COVID-19 Temporary Standard, monitor status of the draft document and adoption schedule updates. Begin updates to guidance documents and develop templates necessary to comply with the new standard. Coordinate with the COVID-19 Workplace Safety Workgroup.

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.
- 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. Provide ECC Equity & Language Access overview to PBOT contractor along with JIC Lead Public Information Officer and be informed on their scope of work for PBOT COVID-19 related messaging campaign on November 9; the purpose is to ensure alignment with ECC equity procedures, standards, and guidance.
- 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 9.
- h. Will set up meeting with Logistics Chief for requested Equity check-in. Schedule within next two weeks.
- i. Present the Language Access Resolution to Council on November 12 to formally establish the City's first Language Access Policy and Program. Direct all City bureaus to implement the procedures, standards, and strategies set by the Language Access Program and Equity & Language Access Analyst from the Office of Equity & Human Rights.