

# 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: 12/15/20 1700 – 12/17/20 1700**

**REPORT #: 62 (12.15.20 0001)**

Next Abbreviated Situation Status Report will be released: **Tuesday, December 22** and the next full Situation Status Report will be released **Thursday December 31.**

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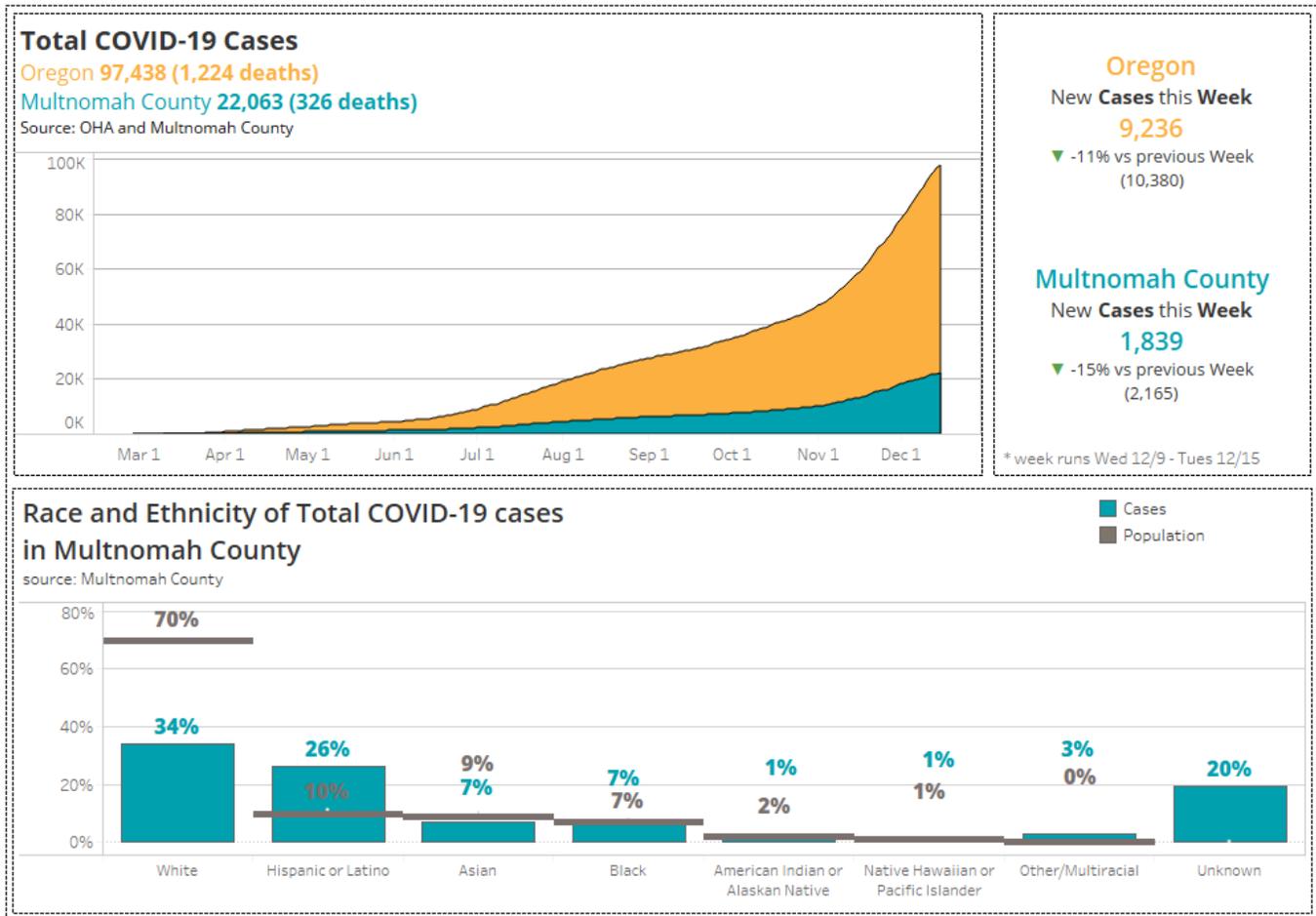
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## A. SITUATION SUMMARY



## OVERVIEW

### Significant events in this reporting period

Multnomah County extends eviction moratorium through July 2021; During the three hours that the City of Portland allowed residents struggling amid coronavirus to request one of 4,000 gift cards worth \$500 each, more than 100,000 applications flooded in; The state of Oregon administered the first COVID-19 vaccines to health care workers.

### Local and Regional News

- As of December 17, there are 551 confirmed Coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On December 17, [OPB reported](#) that Multnomah County extended eviction moratorium through July.
- On December 17, [The Seattle Times reported](#) that a federal judge in Portland ruled that a group of Oregon prison inmates can proceed with their lawsuit against state officials over their response to the coronavirus pandemic.
- On December 17, [KATU News reported](#) that dentists will be able to administer COVID-19 vaccines in Oregon.

- On December 17, [OPB reported](#) that COVID-19 cases top 200 at the Western State Hospital as state budget cuts require layoffs at the hospital.
- On December 16, Governor Kate Brown <https://content.govdelivery.com/accounts/ORDHS/bulletins/2b1764e> launched the COVID-19 #SafeHolidaysOR Public Service Announcement video contest, open to all Oregon students, asking them to create and share a video on how we can safely celebrate the holidays this year.
- On December 16, Washington [Governor Inslee announces](#) updated school guidance for in-person instruction.
- On December 16, [KATU reported](#) that the state of Oregon was one of the last states in the country to administer the first COVID-19 vaccine.
- On December 16, [OHA reported](#) the state's highest 2-day death toll with 54 deaths on December 15 and 48 deaths on December 16.
- On December 16, [KGW reported](#) that after seven weeks of record-high COVID-19 case counts, the state is reporting declines in weekly cases.
- On December 16, Governor Kate Brown [held a press conference](#) commemorating the [administration](#) of the first COVID-19 vaccinations in Oregon to frontline health care workers.
- On December 16, [KGW reported](#) that senior citizens are next in line to receive COVID-19 vaccines after health care workers.
- On December 16, [KATU reported](#) on a surge of gun sales in Oregon amid the pandemic and election.
- On December 16, [OHA announced](#) that weekly report shows decline in daily cases of COVID-19.
- On December 16, [OHA guidance](#) to be wary of COVID-19 scams.
- On December 15, [The Oregonian/OregonLive reported](#) that during the three hours last week that the City of Portland allowed residents struggling amid coronavirus to request one of 4,000 gift cards each worth \$500, more than 100,000 applications flooded in.
- On December 15, Multnomah County Public Health [released](#) updated quarantine guidance for the metro region.

### ***National and International News***

- On December 17, [The Guardian reported](#) that the US shatters COVID-19 records for new cases and deaths while the distribution of the vaccines begins.
- On December 17, [NBS News reported](#) that even though the CDC banned evictions for those affected by COVID-19, tenants are still getting evicted.
- On December 17, [CBS News reported](#) that nearly eight million Americans fell into poverty between June and November.
- On December 16, the FDA [announced](#) new authorization for the BinaxNOW COVID-19 Ag Card Home Test.
- On December 16, [Vox reported](#) that a wild mink in Utah has COVID-19. Veterinarians fear this is just the beginning.
- On December 16, [Politico reported](#) that the FDA says Pfizer vaccine vials hold extra doses, using every drop from overfilled vials could boost available doses by up to 40%
- On December 16, [The Hill reported](#) that Congress is close to a COVID-19 deal that includes stimulus checks.
- On December 16, [USA Today reported](#) that a new report shows LGBTQ people are bearing a

bigger brunt of the pandemic.

- On December 16, [Reuters reported](#) that new studies released on COVID-19 reveal that narrow hallways pose higher infection risk and hospitalized COVID-19 patients often need readmission.
- On December 16, [Politico reported](#) that a top Trump appointee repeatedly urged top health officials to adopt a herd immunity approach to COVID-19 and allow millions of Americans to get infected by the virus, according to internal emails.
- On December 16, [NPR reported](#) that scores of private charitable foundations got paycheck protection program money.
- On December 16, [The Wall Street Journal reported](#) that COVID-19 vaccine trial volunteers note occasional harsh side effects, most report mild side effects, but those experiencing worse still recommend the shots.
- On December 15, [KGW reported](#) that the Center for Disease Control and Prevention (CDC) plans to use text messaging tools to track potential side effects of COVID-19 vaccines.
- On December 15, [CNN reported](#) that London returns to strict lockdown, following a sharp rise in COVID-19 cases.

## WEATHER

December 17 to December 21 Forecast by [National Weather Service](#):



## B. ECC ACTIONS

### COORDINATION SECTION

#### ***Food Security***

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

- Presented to the Disaster Policy Council (DPC) on December 17.

#### GENERAL

#### [ECC Food Security Project Dashboard](#)

#### 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.

- Submitted last invoice for payment.

### 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 1100 food boxes to community-based organizations (CBOs).

#### Food Box Deliveries December 14 – December 18:

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>	45
<a href="#">HAKI Community Organization</a>	150
<a href="#">Human Solutions</a>	55
<a href="#">Lutheran Community Services Northwest</a>	10
<a href="#">Mercy Connections</a>	50
<a href="#">Mother &amp; Child Education Center</a>	15
<a href="#">REAP</a>	100
<a href="#">Risen</a>	40
<a href="#">Rosewood Initiative</a>	23
Samoan and Chuukese Community	28
<a href="#">Sierra Leone Northwest Association</a>	200
<a href="#">SUN Community Schools (Doorstep deliveries)</a>	100
<a href="#">SUN Sitton Community Schools</a>	62
<a href="#">United Congolese Community Organization of Oregon</a>	30
<a href="#">VOZ Workers Rights</a>	20
*28 boxes rolled over from last week.	
TOTAL	<b>1128</b>

**Focused on the following communities: Aging /Disabled, BIPOC, Black/African American, Latinx, Native American, and Pacific Islander/Tongan.**

### HOUSELESS MEALS

Ongoing coordination with the following organizations to ensure meals at houseless camps are available citywide: Because People Matter, Blanchet House, Free Hot Soup, Free Lunch Collective, Frontline Foods, Our Impact: Union Gospel Mission, Portland Rescue Mission, and Stone Soup.

- Contacted partners for their last order.

## **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.*

- **Met with Portland Parks & Recreation (PP&R) SUN School Coordinator to discuss remaining PDX CARES Cards and how to distribute them.**
- **SUN School PDX CARES Card transfers: Jason Lee and Roosevelt.**
- **SUN School PDX CARES Card Distributions: Floyd Light and Glenfair.**
- **PDX CARES Card Distribution: Village Gardens, Weno Pii Feno (3 different times), and Holla Mentors.**

## **JVIC**

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

- **Finalized follow-up survey (email) to all the CBOs that met with JVIC staff.**
- **Reviewed \$34,000 in requests and cut it to \$16,000.**
- **Set allocations for CBOs starting in January, so that we will not need to cut from the requests in 2021, and CBOs can instead set priorities within the existing budget.**

## **Sheltering and Restroom Access**

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

- **Southeast Water Shelters Pods were placed, and electricity complete to each unit.**
- **Addressed issues at the shelters around the pods.**

## **ECC FINANCE SECTION**

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

- **Received approval from Regional Program Delivery Manager (PDMG) to submit FEMA projects for temporary Outdoor Emergency Shelter start-up costs through June 30, Parks bathrooms through August 31, ECC Overtime & Contract labor through June 30, and Hygiene Stations through July 31 for final review with FEMA Consolidated Resource Center (CRC).**
- **Received final approval and obligated funding for COVID-19 website through December 31.**
- **Moved ineligible FEMA expenses for homeless camp clean up, various PPE and cleaning supplies, and Food Security Ramadan and paper products to CARES.**
- **Revised request for extension of eligibility for food distribution to FEMA Region X to include demonstration of ongoing community need and legal responsibility of City to serve in this way.**

## **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.

- Met with Logistics Chief to provide equity and language access advisement and receive update on progress of Logistics team in reviewing the equity guidance and resources.
- Provided equity training and advisement to the Planning section team.
- Provided equity and language access advisement to PBOT’s team working on COVID-19 messaging campaign aimed at Black and Latinx communities.
- Provided equity advisement to Food Security team lead.
- Participated in meeting for severe weather planning for people with disabilities, with disability equity subject matter expert from Office of Equity.
- Joined Citywide bureau-based emergency managers meeting, will present on Equity Officer and language access lead role at next meeting.
- Provided equity advisement on PDX CARES Cards distribution process.

### JOINT INFORMATION CENTER (JIC)

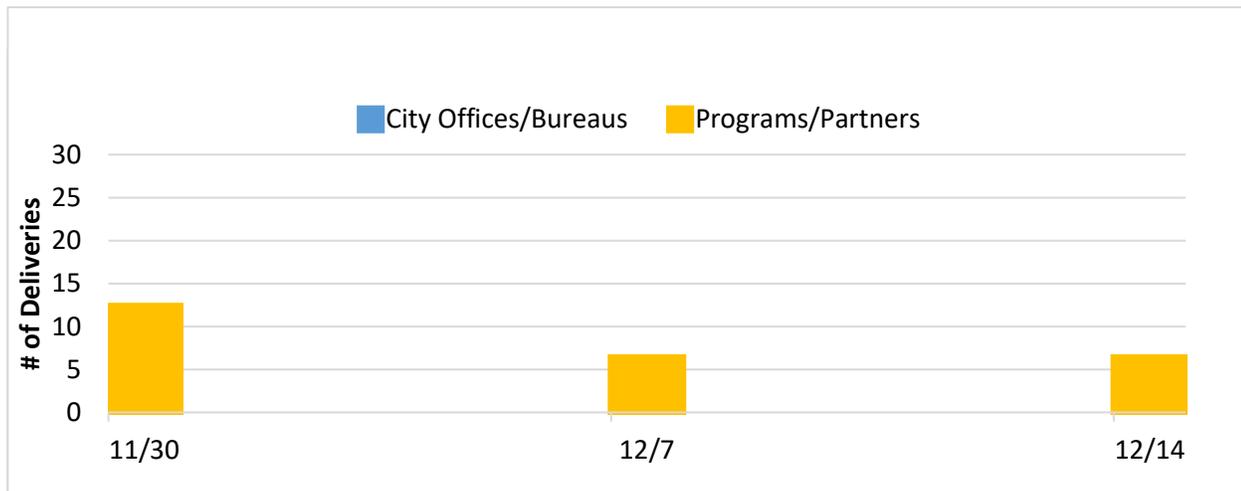
- Met with PBOT/ Multnomah County project team on BIPOC-centered media campaign.
- Monitored Governor Brown’s December 11 press conference.
- Monitored Mayor Wheeler’s December 14 press conference.
- Participated in Police JIC for communications coordination of N. Mississippi protest activity.

### LOGISTICS SECTION

#### Accomplishments (as of 12/15/2020):

- 131,869 meals delivered to temporary Outdoor Emergency Shelters.
- Coordinated with Multnomah County’s Northwest Oregon Health Preparedness Organization to deliver 74,200 nitrile gloves to Legacy Health. Regional hospitals are experiencing a glove shortage, and the ECC was able to utilize its emergency cache of PPE to assist with the need.

#### *Deliveries to City Offices/Bureaus & Programs/Partners*



#### *Deliveries by Week*

Efforts to support the emergency supply needs for City of Portland Bureaus continue. From December 9 – December 15 the Supply Unit continues to make progress in distributing cleaning supplies and PPE to City Bureaus and affiliates.

Bureaus are currently being 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 December 9 – December 15, supplies were delivered to the following community partners.

- Lu Mien Association of Oregon
- Guerreras Latinas
- Pacific Islander Community
- Voz Worker’s Rights
- REAP
- Slavic Community Center of NW
- African Holistic Health Organization
- Caregiving Program (JVIC/ECC)

***JVIC Distributions***

Item	Distributed
Anti-Perspirant	6831
Bar Soap	7923
Conditioner	2834
Diapers (various sizes)	2393
Cloth Face Coverings	4060
Hand Soap	3047
Laundry Soap	2677
Maxipads	2183
Paper Towels	10444
Procedure Mask	7495
Razor	3926
Shampoo	2978
Tampons	1542
Toilet Paper	17595
Toothbrush	7399
Toothpaste	5415

***Critical Eight Remobilization Inventory For City Bureaus***

Item	On Hand
Bottles (various sizes)	6,394

Item	On Hand
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
PBOT	2,509	28,193	3,265	11,300	204	720	13,862	118
PF&R	437	0	0	30	95	260	200	198
PHB	17	0	220	700	1	0	270	7
PP&R	1,305	7,050	4,477	45,100	152	906	8,580	184
PPB	386	2	7,152	0	3	2,000	0	150
PWB	372	11	1,833	10,350	43	100	2,412	105

Distributed to Date	Bottles for Disinfectant /Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
Other Offices/ Bureaus*	163	1	890	324	9	152	0	4
Other Programs/ Partners+	12,328	114	168	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 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.

**ECC SAFETY OFFICER**

- No 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)	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. Most permits are now being accepted electronically and all will be by the middle of December. Other system upgrades are being worked on. 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	Two Tier 1 essential functions are impaired, by 5% or less. 16 Tier 2 and 3 essential functions are impacted to varying degrees.
Water (PWB)	Enhanced Operations	No Essential functions impacted.

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

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

## D. BUREAU DETAILS

### Bureau of Development Services (BDS)

- On December 14, BDS expanded the [Development Hub PDX \(DevHub\)](#) functionality to allow customers to submit applications and development plans for all residential and commercial building permits, and trade permits that require plan review, electronically at any time without an appointment. This big change benefits City customers.

### Portland Parks & Recreation (PP&R)

- 52 of 53 COVID-19 priority bathrooms are open, with 11 additional bathrooms open during park hours. PP&R is updating icons on the bathroom map so that the public can differentiate between HUCIRP red portable units, brick and mortar parks bathroom availability (open or closed), hand washing stations, and the additional 24/7 portable units.
- Placed posters at recreation sites informing staff about the expectations in place while the county is in the 'extreme risk' category.

## E. 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>	December 17, 2020 13:32
<b>Approved by</b>	Katy Wolf
<b>Date/Time</b>	December 17, 2020 15:15

## F. 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 31<sup>st</sup>.*

## G. APPENDIX B – CURRENT EAP OBJECTIVES 12/04/20-12/18/20

### COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (12/04/20 – 12/18/20):

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 (12/04/20 – 12/18/20)

#### 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 December 31st.
- 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 December 31.
- d. Create ECC staff handbook for command and general staff. The handbook will include SOPs

from sections, the Equity Toolkit, and onboarding and offboarding information. Finalize review and provide to ECC staff by December 31st.

- e. 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.
- f. 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.
- g. 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. Complete winterization efforts at the temporary Outdoor Emergency Shelters by December 11.
- b. Connect the Food Security Data to the JVIC Dashboard by the end of the operational period.
- c. Develop a marketing plan for The Donation Button for the Employee Annual Giving Campaign (open for both employees and the public) by the end of the operational period.
- d. Schedule focus group meetings with CBOs to better understand CBO preferences related to coordination and communication by the end of 2020.
- e. Meet to receive additional direction from tribal representatives to support their efforts in assisting tribal members living in Portland by December 31.
- 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. Hire a Food Security lead by December 18.
  - ii. Execute contracts and deliver CARES cards for distribution through December 31.
  - iii. Spend the remaining Lunch + Play funds by December 31 by coordinating with David Douglas SUN School, hiring new staff, executing Oregon Food Bank contract, and distributing CARES Cards to SUN pantry and school sites.

## 3. **Finance:**

- a. Support the CARES Act allocation funding disbursement to East County Cities, OHSU, and bureau led community support programs until December 30.
- b. Review and audit incident expenses and submit applications for congregate sheltering, PPE, ECC staff costs, campsite cleanup, communications, and food security projects to FEMA for potential reimbursement.
- c. Track all expenses pertaining to the Food Security Project, provide support to PDX CARES Card distribution team and finalize CBO contracts by December 30.
- d. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the end of the City of Portland's Emergency Declaration.

- e. Provide facilitation and financial guidance to support 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 Act 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-November online media campaigns and produce a report by December 15.
5. **Logistics:**
- a. Review inventory of critical PPE and purchase as necessary to maintain inventory in case of a concurrent emergency, COVID-19 resurgence, and City reentry by December 31.
  - b. Finalize procedures for Chromebook Replacement Program in partnership with Smart City PDX by mid-December.
  - c. Order and store supplies for PBOT’s “Plaza Kit” program and establish delivery procedures for supplies by December 31.
6. **Planning:**
- a. Draft a City Vaccination Project Plan for COVID Policy Team review by December 18 at the latest. Include research and a communication coordination process with the JIC and OMF, and a County/State feedback process to share with Mayor’s Office and Government Relations.
  - b. Prepare for the December 17 Disaster Policy Council meeting, in coordination with ECC Manager and PBEM Director.
  - c. Monitor the implementation of new abbreviated Situation Status Report published on Tuesdays through December 31.
  - d. Check in with Chiefs during non-EAP weeks to update section recommendation goals from the Status Report.
  - e. Plan for pandemic resurgence (remobilization), end of pandemic (demobilization), and concurrent emergencies (flooding, severe cold, and wind or snowstorm events) with ECC and PBEM leadership.
  - f. Support City Leadership with the ECC’s as well as City, State, County, and Metro’s pandemic response research and propose coordination opportunities.
7. **Safety Officer:**
- a. Update Illness in the Workplace and Contact Tracing Guidelines to incorporate OR OSHA requirements by December 11.
  - b. Develop OR OSHA Risk Assessment and Infection Control Plan documents for the ECC by December 7.
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. 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.
- f. Provide Equity and Language Access advisement and training to the Coordination and Finance teams, and the Logistics Chief 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 the December 9 Planning Section Team meeting.
- h. Provide Language Access and Equity advisement to and with Joint Information Center staff and PIO, the Food Security Project, and the Office of Community Technology Director over the next two weeks.