

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 #: 2021-0528

**PREPARED BY: Lisa Osterberg, Situation Unit Lead,
and Teresa O’Loughlin Situation Unit Staff**

REPORTING PERIOD: 05/20/21 1700 – 06/03/21 1700

REPORT #: 103 (6.03.2021 0001)

Next Situation Status Report will be released **Thursday, June 17.**

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, June 16 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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A. VACCINE NEWS AND RESOURCES

Oregon Residents and Workers

- On June 1, [Governor Kate Brown announced](#) updates to County Risk Levels.

Updated [CDC Mask Guidance](#): state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

However, until further notice, even after City employees begin receiving vaccinations, the [City's face covering directive](#) will remain in effect. Any updates to this directive will be based on updated OR-OSHA guidance for workplaces and City policy.

PORTLAND METRO VACCINE SITES

- [Oregon Convention Center \(OCC\)](#)
- [PDX Airport Red Economy Parking Lot clinic](#)
- [OHSU clinic](#)

Washington

- On June 2, [Washington State Governor Jay Inslee announced](#) updates to business and employee guidance documents.

B. SITUATION SUMMARY

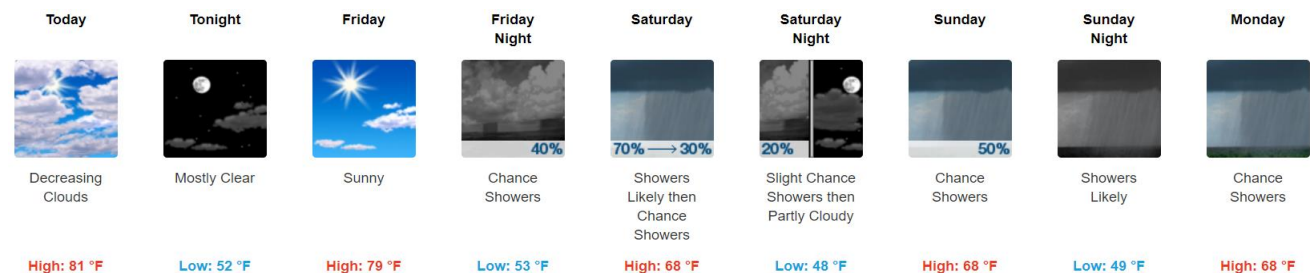
OVERVIEW

Local and Regional News

- As of June 3, there are 267 confirmed coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.

WEATHER

June 3 to June 7 Forecast by [National Weather Service](#):



C. ECC ACTIONS

COMMAND

- No updates this reporting period.

VACCINE OPERATION SECTION

Portland Fire & Rescue and the ECC partnered to create a community vaccine clinic plan and are hosting a drive through clinic every Friday and Saturday, in partnership with Multnomah County. Multnomah County and the City conduct outreach to communities of color and immigrant and refugee communities to share these clinic opportunities.

- Kicked off mobile vaccine clinics, which will run a few days a week from early June through August. The Kmart site will be demobilized by June 18.

COORDINATION SECTION

Food Security

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

GENERAL

[ECC Food Security Project Dashboard](#)

HOUSEHOLD ASSISTANCE CARDS

Using \$1.5 million in general funds. \$750,000 spent on cards in \$150 increments split into three (3) phases of distribution. Recipients selected in partnership with Community Based Organizations (CBOs) identified by the Joint Volunteer Information Center (JVIC) and people with disabilities. This CBO engagement ensures assistance reaches those who may not qualify for federal aid based on immigration status, and hesitation about accessing government services.

- **Equitable Giving Circle's increasing weekly food box output to 600 households served.**
- **Household Assistance cards, Phase 1 wrapping up:**
 - Two remaining no value contracts are needed for Human Solutions and REACH CDC.
 - Cards were delivered to Familias en Acción, Human Solutions and the Iraqi Society of OR.
 - Data entry underway for this phase.
- **Phase 2 distribution:**
 - 32 organizations will receive household assistance cards.
 - 3,027 cards were counted May 20 at the ECC.
 - Working with CBOs for card distribution planning.
 - Exploring a partnership with the vaccine clinic to provide mobile vaccine clinics at household assistance cards distribution events.
- **SUN School Household Assistance Cards:**

- Communication and coordination with the county and PP&R SUN Schools to plan for food security assistance and collaboration after the fiscal year end is ongoing.
- Data entry complete or underway for distribution logs.

Joint Volunteer Information Center (JVIC):

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. The JVIC coordinates volunteers and respond to offers and requests for assistance from the community.

- JVIC continues to plan for operations beyond the end of the fiscal year and past the end of FEMA's COVID-19 emergency declaration.
- Collaboration with the City's 311 Program on an American Rescue Plan (ARP) grant to continue JVIC beyond ECC demobilization.
- The JVIC team collected data from CBOs whether they want to keep receiving JVIC supplies verses small sponsorship grants through a survey sent out on May 20.
 - 43 organizations responded with 10 requesting to continue receiving supplies.

Sheltering and Restroom Access

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

- Continued review regarding potential sites to relocate two outdoor emergency shelters run by *Creating Conscious Communities for People Outside (C3PO)*.
- A signed site use agreement for Prosper's parking lot at 84 NE Weidler St. is complete.
 - ECC/JOHS developing a community engagement strategy which includes a mailer to local addresses, a press release, and direct contact with prominent stakeholders.
 - Construction work is expected to begin the week of June 7.
- Transportation and Parks Commissioners will continue discussions related to using a site near Washington High School in the Buckman neighborhood.
- St. Johns Village has 17 of the 19 spaces filled.
- Contract negotiations between the Joint Office of Homeless Services and Right to Dream Too continue.
- The Sheltering Unit will demobilize from the ECC beginning June 1 and continue on outside of the ECC structure.

ECC FINANCE

ECC Finance supports finance management for the Coordination Section projects.

- Processed billings and submitted reimbursement requests to Oregon Emergency Management for Citywide Sanitization Supplies and Food Box Delivery.
- Loaded ECC Incident Budget carryover funds into FY22 Adopted Budget.
- Counted and bundled the latest round of Household Assistance cards.

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 equity advisement regarding demobilization of the community relief and food security programs.**

JOINT INFORMATION CENTER (JIC)

- **Presented at the Mayor's Office PDX Recovery + Events Action Table.**
- **Produced a blog post with vaccine positivity portraits in several languages.**

LOGISTICS SECTION

- **The final COVID-19 clinic in partnership with Multnomah County and Portland Fire & Rescue is on Saturday, June 12.**
- **Kits are being developed for mobile vaccine teams.**
- **An excess of personal protective equipment (PPE) and other supplies are in the process of being rapidly downsized and redistributed to appropriate partners.**

Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From 5/19/2021 – 6/01/2021 the Supply Unit continues to make progress towards 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 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 5/19/2021 – 6/01/2021, supplies were delivered to the following community partners.

- **Rose CDC**
- **RYAP**
- **United Congolese Community Organization of Oregon (UCCO)**
- **Ethiopian and Eritrean Cultural and Resource Center**
- **SW Somali Community**
- **African Family Holistic Health Organization**
- **NAYA**
- **Black Community of Portland**
- **Immigrant Mutual Aid Coalition**
- **Pacific Islander Community through AFC**
- **Human Solutions**

- Impact NW
- Reach CDC
- Interfaith Movement for Immigrant Justice

JVIC Distributions

ITEM	DISTRIBUTED
Disposable Mask	42,843
Anti-Perspirant - Men's	6,554
Anti-Perspirant - Women's	5,605
Bar Soap	15,147
Hand Soap, 8 oz. Bottle	7,927
Laundry Soap, ≈ 80 loads	6,016
Disinfectant Wipes, Pack of 20	8,829
Dish Soap, 16-32 oz. Bottle	6,676
Dish Soap, 96-120 oz. Bottle	1,437
Disinfectant, 16-32 oz. Spray Bottle (Industrial)	2,911
Disinfectant, 16-32 oz. Spray Bottle (Commercial)	2,901
Disinfectant, 32 oz. bottle 3% Hydrogen Peroxide	1,561
Bags (Paper Grocery 12"x7"x14")	6,733
Bags (Garbage 13 Gallon)	8,933
Shampoo, 30 oz. Bottle	5,693
Conditioner, 30 oz. Bottle	5,331
Maxipads, Box of 50 - 100 Count	3,646
Tampons, Box of 20 - 50 Count	2,499
Tissue	9,461
Paper Towels	17,695
Toilet Paper	33,462
Disposable Razor	6,212
Toothpaste	11,609
Toothbrush	14,127
Cloth Face Coverings - Child Size	7,100
Cloth Face Coverings - Adult Size	9,370
Chapstick	1,977

Critical Eight Remobilization Inventory for City Bureaus

Item	On Hand
Bottles (various sizes)	6,394
Disinfectant Spray (gal)	180

Item	On Hand
Face Coverings	2,238
Gloves (various sizes)	229,500
Hand Sanitizer (gal)	538
N95 Masks	4,531
Procedure Masks	47,695
Wipes (packs/cannisters)	58

PLANNING SECTION / ECC RESOURCE UNIT

- Transferred vaccine clinic reporting and data presentation to Vaccine Operations Team.
- Updated Planning Section Meetings and Command & General meetings to fewer meetings per week in anticipation of demobilization.
- Continue to work with staff and partners on changes to reporting, documentation, and staffing in anticipation of demobilization.
- Updated Command Job Description tasks and process.

ECC SAFETY OFFICER

- No new updates this reporting period.

D. 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	BDS has expanded Development Hub PDX (DevHub) functionality to allow customers to submit applications and development plans for all residential and commercial building permits, as well as trade permits that require plan review, electronically at any time without an appointment. This is a big change benefiting our customers.
CityFleet	Active	No impacts to essential functions. Discontinued graveyard shift, limiting vendor access to our Kerby Garage. Fleet has discontinued Graham Garage and operations have been relocated to the Kerby 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

Bureau/Office	COOP/Incident Command Post Status	Essential Function* Status
OMF Technology Services	Deactivating	BTS will continue to monitor non-essential project prioritization via BTS' Project Management Office Kanban Prioritization and tracking model.
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

E. BUREAU DETAILS

OMF Bureau of Technology (BTS)

- P&D is no longer delivering meals to City sponsored houseless camps. Meal deliveries are now managed by Multnomah County.

Portland Fire & Rescue

VACCINATION EVENTS- MAY 21-29, 2021

- **22,442 Vaccinations Administered (Since Jan 1, 2021)**
 - 5/20/2021**
 - Total of 60 Doses Moderna given at Precision Cast Parts/ Leatherman
 - 5/21/2021**
 - Total 464 Doses Moderna at City of Portland KMART Drive thru- BIPOC Community Groups.
 - 5/21/2021**
 - Total 283 Doses Pfizer at City of Portland KMART Drive thru- BIPOC Community Groups.
 - 5/28/2021**
 - Total 489 Doses Moderna at City of Portland KMART Drive thru- BIPOC Community Groups.
 - Total 44 Doses J&J/ Pfizer at City of Portland KMART Drive thru- BIPOC Community Groups.
 - Total given 533, first dose 58, second dose 475.
 - 5/29/2021**
 - Total 578 Doses Pfizer at City of Portland KMART Drive thru- BIPOC Community Groups.
 - Total 16 Doses J&J/ Moderna at City of Portland KMART Drive thru- BIPOC Community Groups.
 - Total given 598, first dose 96, second dose 505.
- **Upcoming Vaccination events**

- Friday & Saturday- Mobile Clinics planned.

Portland Water Bureau (PWB)

- The Water Bureau continues to encourage employees to complete a survey on their preferences for how we will return to office locations, including whether telecommuting is preferred and why, along with questions, recommendations, and other considerations and concerns. Management will review results of the survey when it is completed, to inform their return-to-work planning.

F. PARTNERS INFORMATION

- No new updates this reporting period.

G. 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	June 3, 2021 14:55
Approved by	Katy Wolf
Date/Time	June 2, 2021 16:30

H. APPENDIX B – CURRENT EAP OBJECTIVES 05/21/21- 6/30/21

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (05/21/21 – 6/30/21):

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 (05/21/21 – 6/30/21)

1. ***ECC-Administration/Command:***

- a. 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 for all ECC positions by June 30.

- b. 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.
- c. 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.
- d. 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.
- e. **Implement the ECC demobilization plan in a phased approach, by moving to Partial Activation and downsizing staffing by June 30, with tentative complete demobilization target of September 30, in line with expected FEMA disaster declaration expiration.**
- f. **Starting with the current operational period, move to 30-day operational period. Reduce Situation Status Reports to every other week. Reduce All Hands meetings to once weekly (Wednesdays, same day as Command & General Staff meetings).**

2. ***Vaccine Operations Section***

- a. Continue to expand community outreach methods to reach underserved communities of color and immigrant and refugee communities to fill all appointment slots, and outreach to expand volunteer pool.
- b. Coordinate with Multnomah County to form a demobilization plan by May 28.
- c. **Develop a mobile clinic workflow plan by June 6.**
- d. **Host mobile vaccination clinics in partnership with CBOs through the month of June, beginning no earlier than the week of June 14.**
- e. **Demobilize the Kmart drive through vaccination clinic no earlier than the week of June 14.**

3. ***Coordination:***

- a. St. Johns Village shelter continues to move in residents during the operational period.
- b. Continued review of the two alternative sites to host temporary Outdoor Emergency Shelters; research for and hold community stakeholder meetings over the operational period.
- c. Monitor progress of contract negotiations between the Joint Office of Homeless Services and Right to Dream Too.
- d. **Continued data entry from SUN Schools' household assistance cards logs.**
- e. **Add the 5,000 cards from SUN Schools to the online map of PDX Household Assistance Card distribution across the city by June 30.**
- f. **Begin distribution of Phase II PDX Household Assistance Cards to community-based organizations through the operational period.**
- g. Equitable Giving Circle will continue to distribute food boxes to over 400 households during the operational period.
- h. **JVIC leads will work on winding down supply orders and transitioning to emergency sponsorship mini-grants through the operational period.**

- i. JVIC advocates will plan and coordinate the allocation of sponsorship mini-grants to CBOs through the operational period.
- j. **JVIC leads and advocates will continue to plan for ECC demobilization and the possible transition to the 311 program at OMF.**

4. **Finance:**

- a. Support CARES Act program and bureau partners until December 30.
- b. Monitor CARES Act funding allocation to identify underutilized funds to be spent by June 30.
- c. Review and audit incident expenses, overtime costs and submit applications for Fire Bureau (FY21 AP 1-9) expenses to FEMA for potential reimbursement by June 30.
- d. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the transition to JOHS by June 30.
- e. Provide financial and project management support of the central eastside (Blocks B and C) relocation of the temporary Outdoor Emergency Shelters.
- f. Continue to track the status of contracts and agreements through the City procurement process throughout the activation period.
- g. Monitor budgets from Fall Budget Monitoring Process (BMP) allocations for temporary Outdoor Emergency Shelters, hygiene stations and ECC Staff through December 31.
- h. Monitor Federal regulations for the Emergency Rent Assistance Program (ERAP).
- i. Work with Council Offices and City Leadership to plan for future relief and recovery funding.
- j. Prepare for Year-End closing.

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

- a. Continuing to onboard new Social Media Strategist and develop stories of interest around City COVID-19 response.
- b. **Onboard Social Media Strategist and Community Manager.**
- c. **Work with Social Media Strategist and Community Manager and Social Media Specialist to create Unified City Social Media presence and COVID-19 content.**

6. **Logistics:**

- a. a. Monitor and anticipate the need to assist in City led community vaccination event through June 30. Provide on-site logistical assistance during vaccine events. **Assist with logistical needs of mobile vaccine clinics after the close of the K-Mart vaccine site.**
- b. Assemble and deliver Columbia Sportswear "Clothing Kits" to community-based organizations identified by the JVIC by June 30.
- c. Reduce stock on hand in anticipation of returning to normal operations. Move storage from BTS facility in a timely manner. **Transition static vaccine clinic supplies to mobile clinic project by June 30.**
- d. Assist the Food Security Unit with the distribution of household assistance cards through the end of June.
- e. **Develop a demobilization plan for the Logistics Section through September 30, 2021.**

7. **Planning:**

- a. Prepare for the June 17 Disaster Policy Council meeting, in coordination with the ECC Manager and PBEM Director.
- b. **Develop, present, and distribute vaccine clinic data report and information by June 30.**

- c. **Revise and update Situation Status Report to reflect every other week reporting schedule, starting May 20 through June 30.**
 - d. **Develop and implement ECC Demobilization Plan including implementing staffing changes in the Planning Section by the end of the operational period.**
8. ***Safety Officer:***
- a. Coordinate with the Citywide COVID Safety Workgroup to update the citywide guidance based on updated Oregon OSHA and OHA rule through this operational period, and into the next.
 - b. **Provide written recommendations to the ECC Manager regarding the demobilization of the ECC Safety Officer role. Coordinate, as needed, with OMF leadership to transition tasks and projects to responsible bureaus.**
9. ***Equity Officer:***
- a. Continue to provide Equity and Language Access advisement for public-facing vaccination clinic operations in order to ensure the vaccination clinic staff are prepared and trained to respond to public-initiated requests for access, and to **ensure protocols are operationalized in order** to be in compliance with civil rights laws.
 - b. **Provide Equity and Language Access recommendations and advisement, as needed, to ECC Manager and other city leadership, regarding the demobilization of the ECC, by end of operational period.**