

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,
June Carter and Teresa O’Loughlin Situation Unit Staff

REPORTING PERIOD: 1/19/21 1700 – 1/21/21 1700

REPORT #: 71 (1.21.2021 0001)

Next Abbreviated Situation Status Report will be released: **Tuesday, January 26** and the next full Situation Status Report will be released **Thursday, January 28**.

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, January 27 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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****For the Word document version, hold the Ctrl button and click the page number on the right to take you to the section you would like. For the PDF version click the page number to take you to the section you would like.**

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A. VACCINE NEWS AND RESOURCES

City Employee Vaccination Update

Using an equity framework, OHA is currently distributing COVID-19 vaccine in line with the phased approach recommended by CDC's Advisory Committee on Immunization Practice (ACIP). Here is what we know as of today:

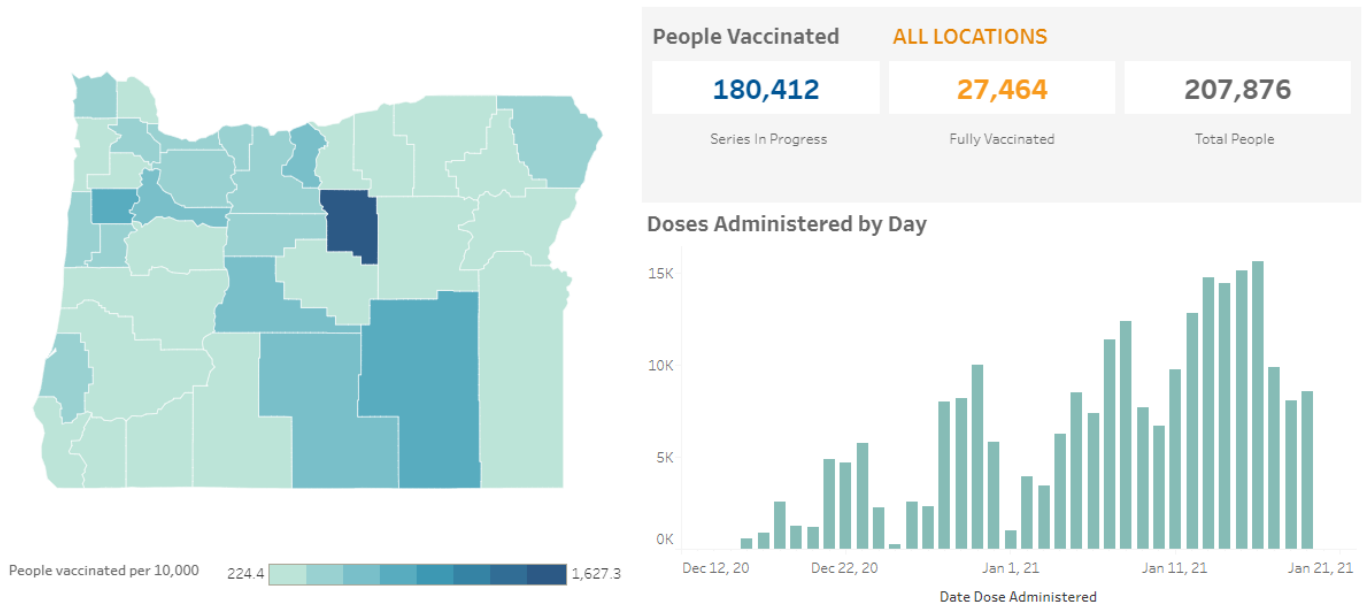
- Phase 1A Group 1 includes Emergency Medical Providers, fire, law enforcement and 911 dispatchers that must work in-person and have significantly higher workplace exposure risks. Starting Dec 31 and through the beginning of February, Portland Fire & Rescue will self-administer their allocation of vaccines to their sworn staff, Portland Police sworn staff and BOEC dispatchers. In all, OHA expects that between 300,000 and 400,000 individuals will have access to COVID-19 vaccination during Phase 1a. Work is in progress to further estimate the numbers of people within each of the Phase 1a groups. We anticipate it will take several months to distribute enough vaccine to immunize all Phase 1a recipients. On January 5, OHA announced that Groups 1-4 of Phase 1a are for eligible for vaccination.
 - Homeless provider staff **were recently vaccinated as part of** Phase 1a in Multnomah County. Additional shelter and outreach provider staff and volunteers will be included in future vaccine events.
 - **City of Portland Bureau of Emergency Communications (BOEC) vaccinated over 100 dispatchers the week of January 11, as part of Phase 1a.**
 - You may have heard some health care providers are ignoring state guidance and moving on to vaccinate all employees, even if not in Phase 1a. While they may be doing so, the County and the City will continue to methodically follow OHA's prioritization plan. Neither the City (nor any other employer) has authority to determine their own prioritization categories.
- Phase 1B includes "frontline essential workers". OHA's Vaccine Advisory Committee, representing community perspectives, will identify and prioritize Phases 1b, 1c and 2 of the state's vaccine distribution plan, with the goal of prioritizing communities most affected by COVID-19. They are expected to conclude this prioritization work in early February.
 - This week, OHA announced that childcare providers, K-12 school and school district staff will be in the first group of Phase 1b. These groups include approximately 850,000 people.
 - On January 14, the committee voted to put forth the following individuals for prioritization in Phase 1b:
 - BIPOC (Black, African American, Hispanic/Latinx/o, tribal and urban based Natives, Pacific Islander
 - Refugees
 - Adults 16-64 with chronic conditions
 - Adults and youth eligible for vaccine in custody (sequence within 1b) – prison and jail
 - Frontline workers (not already in Phase 1a or 1b)
 - Multi-generational homes
 - Congregate low-income senior living, including those under the age of 65
 - City staff who fall into the above health or age-related high-risk categories would be eligible to receive the vaccine earlier than they would otherwise.
 - As of yet, we do not yet know when vaccine doses for Phase 1B will be available.
- Phase 1C includes "other essential workers". The CDC recently recommended that water and wastewater utility workers be placed in this category. The City ECC team will continue to monitor CDC and other federal agency recommendations. The County is working on several paths for critical and essential employees to receive vaccinations, such as through health insurance

providers, retail pharmacies, and employer self-service. The City will work with the County to coordinate the best options for City staff.

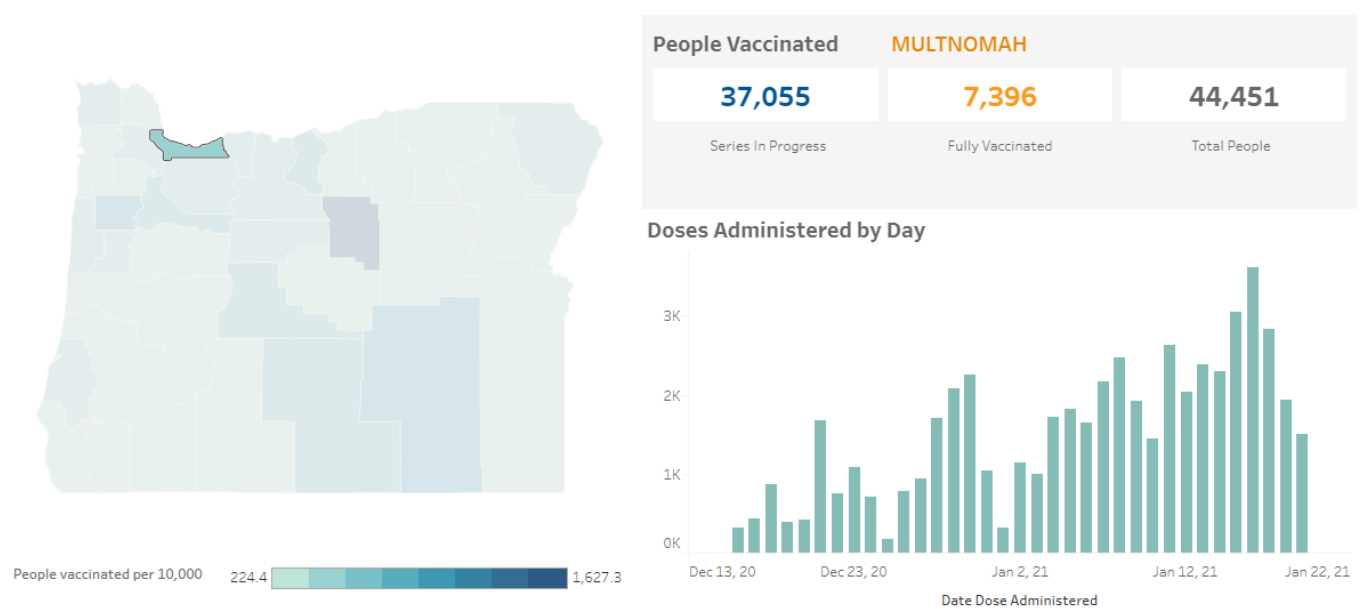
Even after City employees begin receiving vaccinations, the [City's face covering directive](#) will remain in effect. While it appears that the current approved vaccines prevent COVID-19 symptoms in most people who receive a shot, it is not yet certain the vaccines completely prevent infection. That means it may be possible for someone to be a "carrier" of the coronavirus to others, even after vaccination – further study will hopefully answer this unknown. As such, please plan to continue wearing face coverings at all times when working indoors, and when in the presence of others while working outside.

Oregon's Vaccination Trend: Doses Administered by Day as of January 20.

This chart shows the total number of COVID-19 vaccine doses that have been given in Oregon.



People Vaccinated by County: Multnomah County as of January 20.



Local and Regional News

- On January 21, [OregonLive reported](#) that Portland's first mass COVID-19 vaccination site is now open.
- On January 20, [Fox News reported](#) that OHSU and Red Cross to start drive-thru COVID-19 vaccinations by appointment at the Red Economy Lot of Portland International Airport.
- On January 20, [OHA announced](#) that Oregon is surpassing daily COVID-19 vaccination goal (12,000).
- On January 20, [OHA reported](#) that OHA and federal officials recommend continued use of Moderna vaccine batch.
- On January 19, [KOIN News reported](#) that those included in Phase 1b Tier 1 of Washington's COVID-19 vaccination plan can now request vaccinations in Clark County.

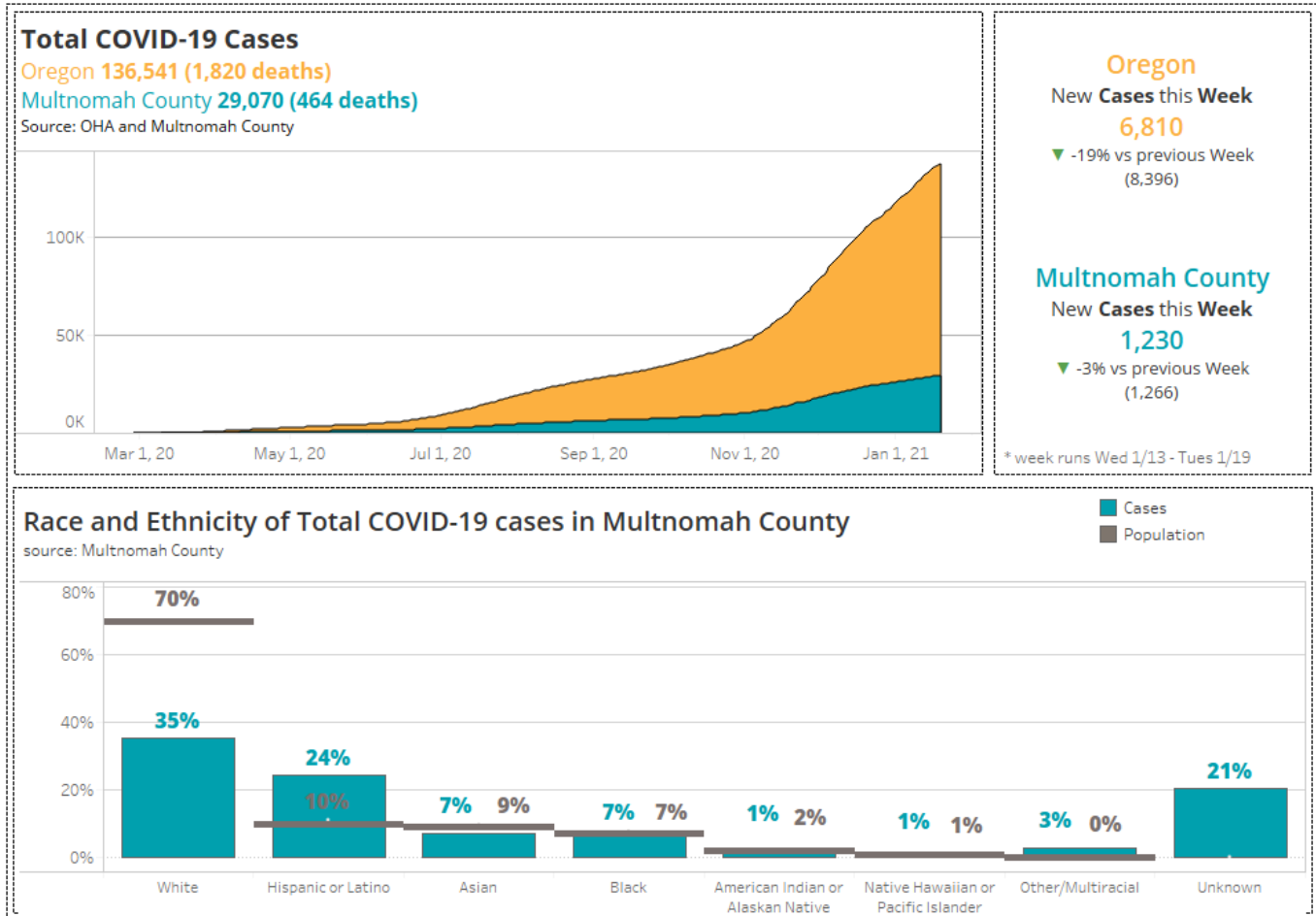
National and International News

- On January 21, [NBC News reported](#) that the new CDC director says COVID-19 vaccines won't be in every pharmacy by late February.
- On January 21, [USA Today reported](#) that single-dose vaccine from Johnson & Johnson could be a game changer.
- On January 21, [Texas Tribune reported](#) that Dallas County in Texas cancels plan to prioritize vaccinating communities of color after state threatens to reduce allocation.
- On January 21, [CNN reported](#) that President Biden inherited a nonexistent COVID-19 vaccine distribution plan and must start from scratch.

Vaccine Resources

- CDC [Interim Playbook for Jurisdiction Operations](#). Last Updated October 29, 2020.
- CDC [COVID-19 Vaccination FAQ](#).
- State of Oregon [COVID-19 Vaccination Plan](#). Last updated November 6, 2020.
- OHA [Phase 1a Vaccine Sequencing Plan](#). Last Updated Dec 18, 2020.
- OHA [vaccine information](#).
- CDC vaccine [tracker](#).
- CDC vaccine [information](#).
- OHA vaccine [dashboard](#).
- [Página del OHA sobre la vacuna](#).
- OHA vaccine [information](#).
- OHA [vaccination](#) FAQ.
- OHA [guidance](#) on what you need to know about the new COVID-19 vaccines.
- Multnomah County [updated](#) vaccine page.

B. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

President Biden to unveil national COVID-19 strategy with slate of executive orders; Oregon’s new school reopening measures clear a way for all Portland-area elementary schools to teach in person; Portland’s first mass COVID-19 vaccination site is now open, here’s what you need to know; OHSU and Red Cross to start drive-thru COVID-19 vaccinations by appointment at the Red Economy Lot, off Airport Way (Portland International Airport).

Local and Regional News

- As of January 21, there are 329 confirmed coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On January 20, [Fox News reported](#) that PSU professor discusses how concerned people should be about the COVID-19 variant.
- On January 19, [OregonLive reported](#) that Oregon’s new school reopening measures clear a way for all Portland-area elementary schools to teach in person.
- On January 19, [KOIN News reported](#) that a new campaign is encouraging Portlanders to support local businesses through the winter months. Billboards from [Here for Portland](#) have been

popping up throughout downtown.

- On January 19, [OregonLive reported](#) that airborne-particle experts explain how to stay safe from new highly contagious coronavirus strain.
- On January 19, [OregonLive reported](#) that as millions relocate amid COVID-19 pandemic, complaints about movers rise.
- On January 19, [OPB reported](#) that the University of Oregon sees uptick in positive COVID-19 tests.

National and International News

- On January 21, [CBS News reported](#) that President Biden to unveil national COVID-19 strategy with slate of executive orders.
- On January 21, [The Washington Post reported](#) that Dr. Fauci praises WHO leadership in coronavirus pandemic.
- On January 21, [NPR reported](#) that researchers say deadly US COVID-19 surge has peaked.
- On January 21, [USA Today reported](#) that Monoclonal antibody treatment by Eli Lilly found to cut risk of serious COVID-19.
- On January 20, [The Associated Press reported](#) that Brazil receives oxygen from Venezuela for COVID-19 patients.
- On January 20, [CNN reported](#) that China builds massive COVID-19 quarantine camp for 4,000 people as outbreak continues.
- On January 19, [The Washington Post reported](#) that in his first inaugural event, Joe Biden presides over somber memorial for the 400,000 Americans who have died of COVID-19.

WEATHER

January 21 to January 25 Forecast by [National Weather Service](#):



C. ECC ACTIONS

COMMAND

- Integrated feedback into draft Employee Prioritization Tool.
- Kicked off City clinic planning task force.

COORDINATION SECTION

Food Security

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

GENERAL

[ECC Food Security Project Dashboard](#)

- Worked with Finance to get information to assist in deciding how many Household Assistance

Cards need to be purchased for Phase 1 (January/February).

- **Continue to work on issues in the documentation materials from NAACP and the Black Parent Initiative.**

HOUSEHOLD ASSISTANCE CARDS

Working with \$1.5 million for the general funds. 750K will be spent on cards in \$150 increments split into three (3) phases of distribution. Recipients will be 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.

- **Created talking points related to the number of Household Assistance Cards needed in Phase 1.**

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.

- **Met to discuss moving from direct supply distribution to CBO's to Household Assistance Cards.**
- **Coordinating with Logistics team and the Columbia Outlet to get donations stored and working with CBOs for distribution of the coats.**

Sheltering and Restroom Access

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

- **Completed negotiations with Right 2 Dream Too on an amended services contract for the remainder of FY20-21.**
- **Discussed course of action and developed a coordinated evacuation plan with PPB, PF&R and BOEC in the event of an active shooter situation.**
- **Identified point of contact at PPB to handle non-emergency public safety assistance.**
- **Used translation services for a resident needing telephone interpretation in a non-English language.**

ECC FINANCE

ECC Finance supports finance management for the Coordination Section projects.

- **Executed amendment to extend C(3)PO shelter management.**
- **Executed various amendments for Digital Divide project: African Refugee Immigrant Association (ARIO), Black Educational Achievement Movement (BEAM), Black Mental Health Oregon, Bradley Angle, Community Vision, Inc., IRCO, Latino Network, NAACP Portland Chapter #0032, Rosewood Initiative, The Arc of Multnomah-Clackamas Counties.**
- **Submitted CARES reporting.**
- **Reviewed CARES billing documentation.**

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)

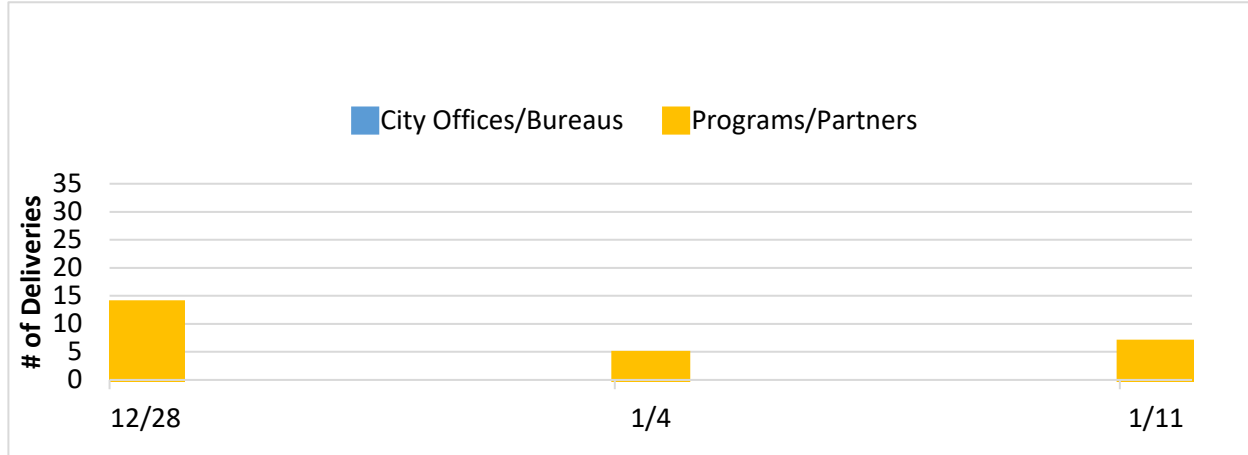
- Participated in Police JIC for inauguration preparation.

LOGISTICS SECTION

Accomplishments (as of 1/19/2020):

- 155,119 meals have been delivered to temporary Outdoor Emergency Shelters.

Deliveries to City Offices/Bureaus & Programs/Partners



Deliveries by Week

Efforts to support the emergency supply needs for City of Portland bureaus continue as needed. From January 13 – January 19 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. Home bureaus are responsible for providing PPE directly to all their staff, wherever they are located.

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 January 13 – January 19, supplies were delivered to the following community partners.

- Mingala Grocery - Rohingya Community
- HOLLA Mentors
- Karen and Zomi Refugees
- Familias en Accion
- REAP
- Project Dart PDX

JVIC Distributions

Item	Distributed
Disposable Mask	14,295
Anit-Perspirant - Men's	4,596
Anti-Perspirant - Women's	3,820
Bar Soap	9,483
Hand Soap, 8 oz. Bottle	4,232
Laundry Soap, ≈ 80 loads	3,410

Item	Distributed
Disinfectant Wipes, Pack of 20	4,520
Dish Soap, 16-32 oz. Bottle	4,181
Dish Soap, 96-120 oz. Bottle	767
Disinfectant, 16-32 oz. Spray Bottle (Industrial)	2,706
Disinfectant, 16-32 oz. Spray Bottle (Commercial)	657
Disinfectant, 32 oz. bottle 3% Hydrogen Peroxide	1,059
Bags (Paper Grocery 12"x7"x14")	4,680
Bags (Garbage 13 Gallon)	5,006
Shampoo, 30 oz. Bottle	3,878
Conditioner, 30 oz. Bottle	3,609
Maxipads, Box of 50 - 100 Count	2,735
Tampons, Box of 20 - 50 Count	2,079
Tissue	6,950
Paper Towels	11,664
Toilet Paper	20,025
Disposable Razor	4,636
Toothpaste	6,465
Toothbrush	8,724
Cloth Face Coverings - Child Size	2,800
Cloth Face Coverings - Adult Size	4,440
Chapstick	1,868

Critical Eight Remobilization Inventory For City Bureaus

Item	On Hand
Bottles (various sizes)	6,394
Disinfectant Spray	180
Face Coverings	2,238
Gloves (various sizes)	229,500
Hand Sanitizer (gal)	538
N95 Mask	4,531
Procedures mask	47,695
Wipes (Packs/canisters)	58

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

Distributed to Date	Bottles for Disinfectant /Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
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
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
Total	18,354	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.

ECC SAFETY OFFICER

- No 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. Discontinued graveyard shift, limiting vendor 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. P&D continues to deliver meals to the three City sponsored camps seven days a week.
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

Bureau of Emergency Communications (BOEC)

- Last week, with the help of PF&R, vaccinated 111 BOEC employees with their initial dose of COVID-19 vaccine.

Portland Bureau of Emergency Management (PBEM)

- Deployment of Neighborhood Emergency Team (NET) volunteers at the Multnomah County PCC Cascades flu shot/COVID-19 test clinic was canceled this week due to an inauguration celebration at the location. These clinics serve underserved BIPOC communities. This partnership is expected to resume next week and continue through at least February.

Portland Fire & Rescue (PF&R)

- PF&R has completed 1,190 first round vaccination administrations for Phase 1a first responders for the City of Portland and several regional partners.
- Second round Public Safety vaccinations begin on January 28th.
- PF&R is awaiting the second shipment of vaccine and is using remaining doses from the first round to begin second round vaccinations due to supply insecurity at the federal level.

Portland Parks and Recreation

- Summer camps will have a reduced offering of just two options- “sports” or “day” camp, instead of the multiple themed options previously offered.
- The Aquatics department is gearing up to offer lifeguard, swim instructor and water fitness training, beginning in March, in order to prepare for opening pools this summer. Aquatic will be following guidance from OHA and the CDC on how to operate training classes during COVID-19. Class sizes will be much smaller due to guidance in order to train enough staff there will be multiple options offered.
- Sports Fields update:
 - Currently at 50 participants per sport field.
 - If more fields at play, need to identify separate entrances, exits and restroom for each field (separate for each 50 ppl).
- Portland International Raceway update:
 - Planning for Spring Swap Meet (under category for outdoor markets – currently at 50% capacity).

Portland Police Bureau (PPB)

- PPB has had 50 positive COVID-19 since March 2020. Two are currently out of service.
- PPB has given 501 vaccines to sworn staff since receiving Moderna vaccines.
- PPB is in the process of updating our safety plan based on new city quarantine guidance for close contacts that came out on January 5.

F. PARTNERS INFORMATION

STATE

Oregon Health Authority (OHA).

- OHA [guidance](#) on what if I need a home repair.
- OHA updates [Ready Schools, Safe Learners guidance](#).
- OHA [guidance](#) on quick but careful, the extensive testing of the COVID-19 vaccines.

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	January 21, 2021 13:10
Approved by	Katy Wolf
Date/Time	January 21, 2021 15:00



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



FORWARD PLANNING DIGEST

Our next Forward Planning Digest will be on Thursday, January 28.

I. APPENDIX B – CURRENT EAP OBJECTIVES 1/15/21-1/29/21

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (1/15/21 – 1/29/21):

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 (1/15/21 – 1/29/21)

1. *ECC-Administration/Command:*

- a. **Kickoff two internal task forces to address employee vaccine prioritization and vaccine clinic planning and communications and continue work through Q1 2021.**
- b. 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 to be completed January 31. **Additional list of leads and project supervisors to be reviewed and added by January 31.**
- 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 for Chiefs by January 31. ECC Manager toolkit to be completed

by **January 31**.

- d. Create ECC Staff handbook for staff. The handbook will include: SOPs from sections, the Equity Toolkit, and onboarding and offboarding information. Finalize review and provide to ECC staff by January 30.
- e. Create ECC Supervisor Handbook for ECC supervisors. Finalize draft by January 30.
- f. **Transition Scheduling Assistant position to Planning by January 19.**
- g. 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.
- h. 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.
- i. 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. Renegotiate City of Portland and Right 2 Dream Too contract **to address staffing and administration needs, and update scope of work with a cost not to exceed limit.**
- b. **Post job description for a position in ECC, to manage C3PO contract and supply requests by January 29.**
- c. **Complete work on adding power and backflow prevention at Old Town Village, and sewer connections at the SE Water Ave sites by March 30.**
- d. Schedule focus group meetings with Community Based Organizations (CBOs) to better understand CBO preferences related to coordination and communication by **January 31**.
- e. Meet to receive additional direction from tribal representatives to support their efforts in assisting tribal members living in Portland by **January 31**.
- f. **Hire a Food Security Lead & SUN School Coordinator by January 22.**
- g. **Order one third of Household Assistance Cards that will be distributed between January 25 and February 28.**
- h. **Begin work on contracts with CBOs for round one of Household Assistance Card distribution.**
- i. **Using an equity lens, select an organization to distribute food boxes needed as an ADA accommodation by January 29.**
- j. **Discuss with Finance the steps needed to work with Portland Parks SUN Schools to receive SUN School Household Assistance Cards by January 29.**
- k. **Connect with the Children's Levy to start the process for the SUN School Household Assistance Card distribution by February 12.**

3. **Finance:**

- a. Support CARES Act program and bureau partners until **February 28**.
- b. **Review financial and legal considerations related to the City Donation Fund and Donation button by January 29.**
- c. Review and audit incident expenses and submit applications for congregate sheltering, communications, **ECC Payroll** and Fire Bureau expenses to FEMA for potential reimbursement.

- d. **Bill FEMA projects and submit required documentation to request reimbursement for approved projects: ECC expense, Parks Bathrooms 1, ECC Overtime, PPE, Hygiene Stations 1, Parks Bathrooms 2, and Congregate Sheltering start-up costs.**
 - e. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the end of the City of Portland’s Emergency Declaration.
 - f. Provide facilitation and financial guidance to support the St. Johns Shelter project development.
 - g. Provide procurement support as needed, to finalize CARES project amendments by **January 15.**
 - h. Track the status of contracts and agreements through the City procurement process.
 - i. Monitor CARES Act funding allocation to identify underutilized funds to be spent by **June 30.**
 - j. **Create and monitor budgets from Fall Budget Monitoring Process (BMP) allocations for temporary Outdoor Emergency Shelters, hygiene stations and ECC Staff through June 30.**
 - k. **Monitor Federal regulations for the Emergency Rent Assistance Program (ERAP).**
 - l. **Work with Council Offices and City Leadership to plan for future relief and recovery funding.**
4. **Joint Information Center (JIC):**
- a. Compile results, initial findings, and recommendations of August-November online media campaigns and produce a report by **January 22.**
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 **February 1.**
 - b. In partnership with PBOT, establish delivery procedures for “Plaza Kit” supplies by **February 1.**
 - c. Monitor and anticipate the need to assist in vaccine distribution during **Q1 2021.**
 - d. Order shipping containers for storage of bi-weekly JVIC supply requests. Establish updated delivery procedures in coordination with BTS. Complete by **February 1.**
 - e. **Hire a new Logistics Chief by February 1.**
6. **Planning:**
- a. **Work with Command and planning section staff to update work tasks and determine work program needs based on changes with staffing and needs of the ECC by January 29.**
 - b. Anticipate and monitor the need to develop a vaccine distribution plan working with Multnomah County and the State of Oregon through Q1 2021.
 - c. Prepare for the **February 18** Disaster Policy Council meeting, in coordination with ECC Manager and PBEM Director.
 - d. Check in with Chiefs during non-EAP weeks to update section recommendation goals from the Status Report.
7. **Safety Officer:**
- a. Update Illness in the Workplace and Contact Tracing Guidelines to incorporate CDC guidelines changes by **January 21.**
 - b. Continue implementation of mandatory Citywide COVID-19 safety training for ECC staff **through January 21.**
 - c. **Support the citywide Vaccine Task Force’s work on prioritization and distribution.**
8. **Equity Officer:**
- a. Develop an Equity lens based on the Equity Toolkit, national best practices and resources, and in alignment with existing citywide equity guidance set by the Office of Equity and Human Rights for use in all decision making, planning, program design, program and service

delivery, resource allocation, service delivery, and communications to ensure institutionalization of Equity throughout the ECC **by end of the month.**

- b. Continue process of creating a draft of an adapted version of the city budget equity assessment tool utilized in city bureau budget process for use in ECC budgetary and resource allocation decision-making **by end of the month.**
- c. 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.
- d. 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.
- e. Meet regularly with ECC section chiefs to support the implementation of Equity decision-making tools and processes across ECC sections.
- f. Check in with Section Chiefs on progress of implementation of the ECC Equity guidance, resources, and tools overview document (accessed through the new ECC Equity channel in Teams) over the next two weeks.
- g. Provide Language Access and Equity training and advisement to the Food Security Project lead **by end of month.**
- h. Provide advisement on citywide donation button process within the next two weeks.**
- i. Continue to provide equity and language access advisement to JVIC and Food Security program, ongoing but with focus on next two months.**