



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: 1/05/21 1700 – 1/07/21 1700

REPORT #: 67 (1.07.2021 0001)

Next Abbreviated Situation Status Report will be released: **Tuesday, January 12** and the next full Situation Status Report will be released **Thursday, January 14.**

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, January 13 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

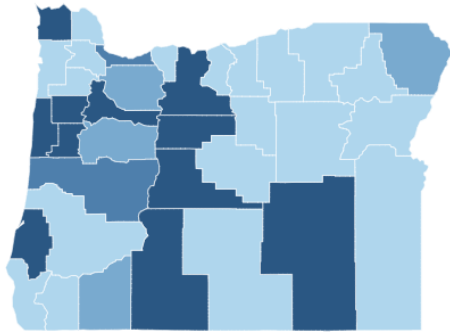
Using an equity framework, OHA is currently distributing COVID-19 vaccine in line with the phased approach recommended by CDC's Advisory Committee on Immunization Practice (ACIP). Here is what we know as of today:

- 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. In late December, educators were added as Group 5, in Phase 1A. The state vaccination plan for this group is just getting started.
- 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.
- Phases 1B includes "frontline essential workers". OHA's Vaccine Advisory Committee, representing community perspectives, will identify and prioritize this group. The 27-member committee will advise OHA on vaccine sequencing for phases 1b, 1c and 2 of the state's vaccine distribution plan, with the goal of prioritizing communities most affected by COVID-19. For more information about the committee, visit the Vaccine Advisory Committee information page. They are expected to conclude this work in mid-February. The City will receive weekly updates on their progress from the County. As of yet, we do not yet know when vaccinations for Phase 1B will be available. City staff who fall into health or age-related high-risk categories that are part of Phase 1B may also be eligible to receive the vaccine earlier than they would otherwise.
- 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.

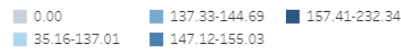
Oregon's Vaccination Trend: Doses Administered by Day as of January 7.

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



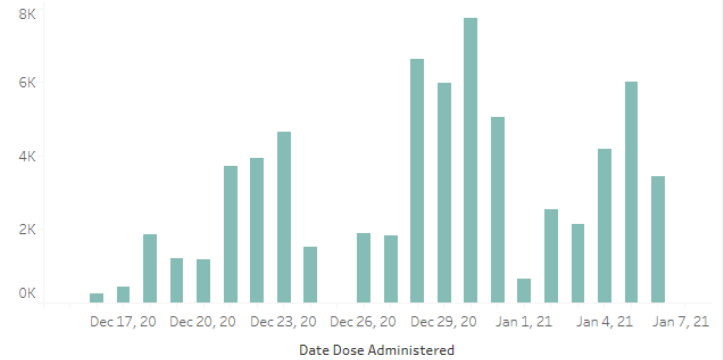
Sherman, Gilliam, and Wheeler counties are not displayed due to suppression rules. These counties have between 1 and 5 vaccinated people.

People vaccinated per 10,000

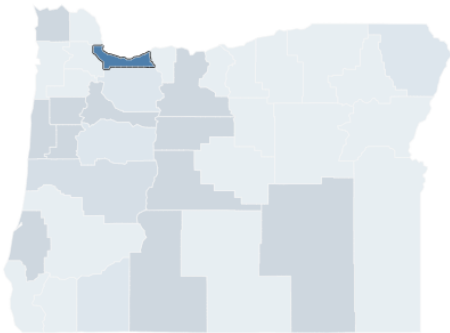


People Vaccinated	ALL COUNTIES	
64,921	995	65,916
Series In Progress	Fully Vaccinated	Total People

Doses Administered by Day

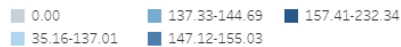


People Vaccinated by County: Multnomah County as of January 7.



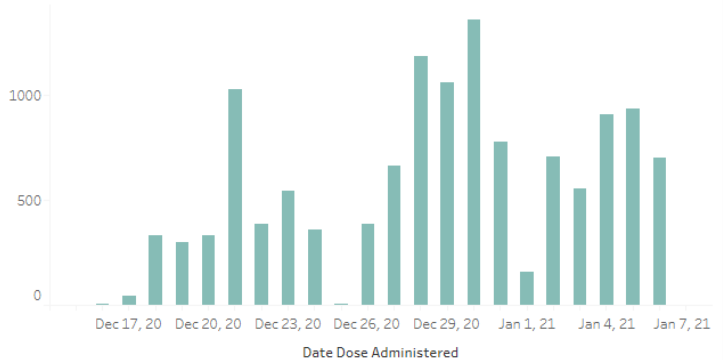
Sherman, Gilliam, and Wheeler counties are not displayed due to suppression rules. These counties have between 1 and 5 vaccinated people.

People vaccinated per 10,000



People Vaccinated	MULTNOMAH	
12,282	455	12,737
Series In Progress	Fully Vaccinated	Total People

Doses Administered by Day



Source: [OHA COVID-19 Vaccination Trends](#)

Local and Regional News

- On January 6, [OregonLive reported](#) that Oregon officials didn't know why 42 COVID-19 vaccine doses were wasted.
- On January 6, [KGW reported](#) that 400,000 Oregonians are now eligible for COVID-19 vaccines, but the system to get vaccinated isn't set up.
- On January 6, [OregonLive reported](#) about Oregon's lack of urgency in a devastating pandemic.
- On January 5, [Willamette Week reported](#) that Portland Fire & Rescue had just 17.5 hours to prepare to vaccinate its firefighters.
- On January 5, [KATU News reported](#) that Portland a doctor who runs a private practice says she has yet to receive COVID-19 vaccine.
- On January 5, [OHA released](#) information that Oregon has a plan to ramp up COVID-19 vaccinations.

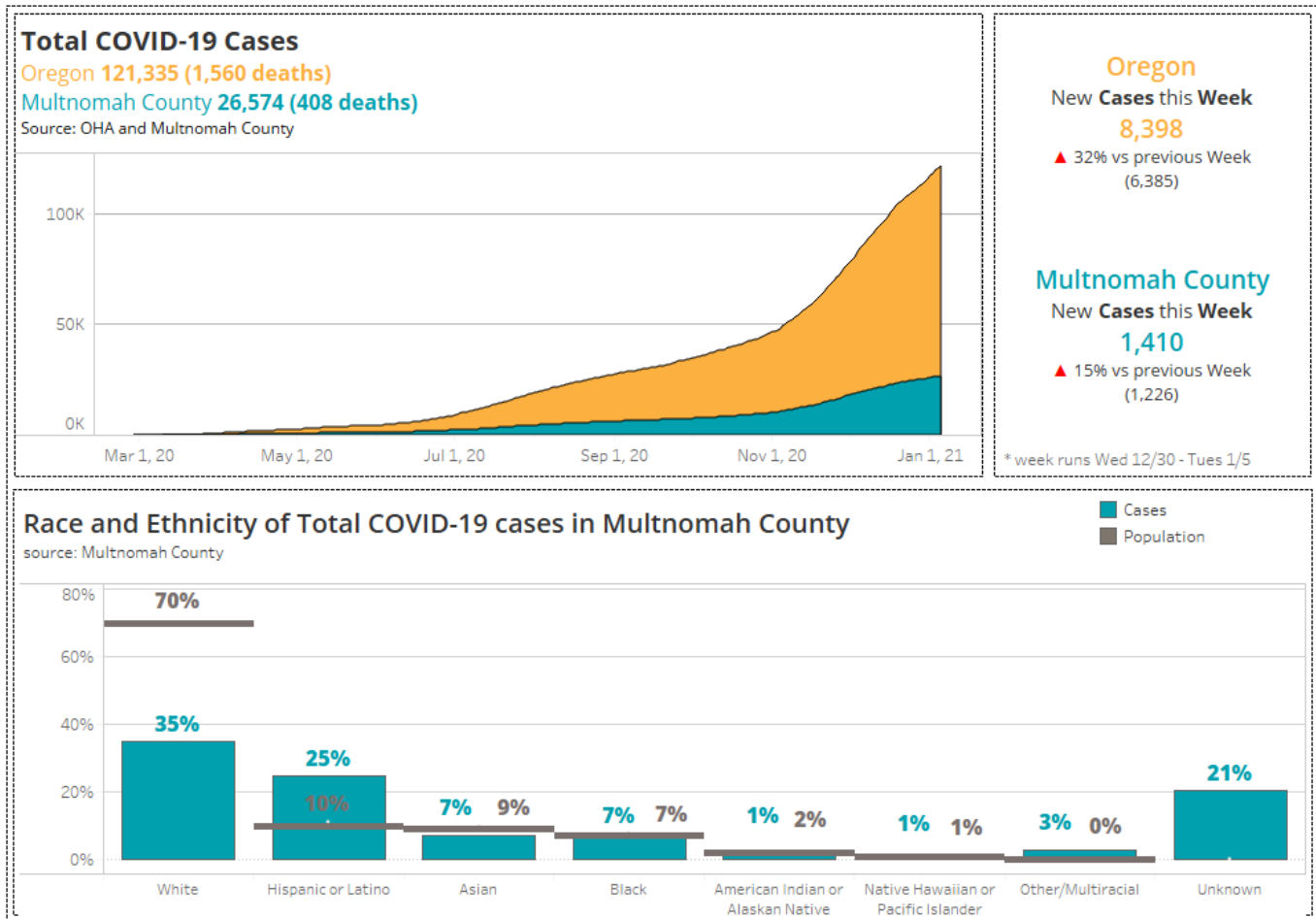
National and International News

- On January 7, [The Wall Street Journal reported](#) that Sinovac's COVID-19 vaccine is 78% effective in Brazil's late-stage trials.
- On January 6, [The Associated Press reported](#) that governors scramble to speed vaccine effort after slow start.
- On January 6, [CNN reported](#) that after a freezer filled with COVID-19 vaccines broke, a California hospital scrambled to administer more than 800 doses in about two hours.
- On January 6, [The Times of Israel reported](#) that per capita, Israel inoculated 10 times more of its population than the US, but its mushrooming new outbreak is worse than America's.
- On January 6, [CNN reported](#) that states call in the National Guard and train volunteers to help boost vaccination pace as US hits a COVID-19 daily death toll record.
- On January 5, [The Associated Press reported](#) that Hawaii plans online reservations for COVID-19 vaccine.
- On January 5, [NBC reported](#) that beginning this week, Publix will offer the COVID-19 vaccine at 22 of their grocery stores in a pilot program. Florida Governor Ron DeSantis made the surprise announcement on Tuesday.

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

400,000 Oregonians are now eligible for COVID-19 vaccines, but system to get vaccinated still isn't set up; The NFL encourages teams to offer stadiums and facilities as vaccination sites; Amid surging COVID-19 rates, Multnomah County seeks to delay federally mandated homeless count.

Local and Regional News

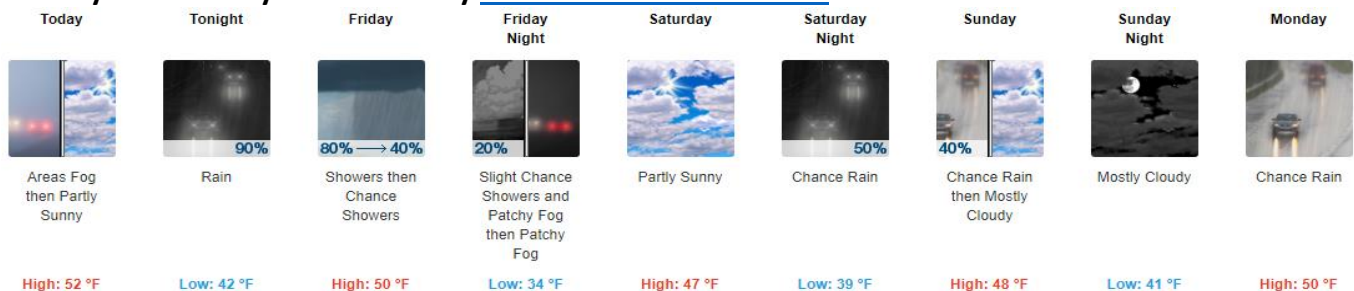
- As of January 7, there are 462 confirmed coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On January 7, [OregonLive reported](#) that as COVID-19 unit nears capacity, the Oregon State Hospital suspends admissions again.
- On January 6, [The Associated Press reported](#) that 218 incarcerated people tested positive for COVID-19 at a southwest Washington prison.
- On January 6, [OregonLive reported](#) that Washington County closes RV camping spots at fair complex as COVID-19 relief runs out.
- On January 5, [KGW News reported](#) that amid surging COVID-19 rates, Multnomah County seeks to delay federally mandated homeless count.

National and International News

- On January 7, [CNN reported](#) that the US reports highest single-day death toll as CDC offers grim forecast for the end of the month.
- On January 7, [Reuters reported](#) that a Chinese city of 11 million stops people from leaving in a bid to contain COVID-19.
- On January 7, [ABC News reported](#) amid COVID-19, politics and the US Capitol breach, how to cope with the stress of the news.
- On January 7, [The Guardian reported](#) that two drugs used to treat rheumatoid arthritis could help to save the lives of intensive care patients with severe COVID-19.
- On January 6, [CNN reported](#) that the CDC found more than 50 US cases of COVID-19 variant first identified in UK.
- On January 6, [The Wall Street Journal reported](#) that COVID-19 case studies make their way into M.B.A. curricula.
- On January 6, [CNN reported](#) that a WHO team was blocked from entering China to study origins of the coronavirus.
- On January 6, [NBC News reported](#) that the NFL encourages teams to offer stadiums and facilities as vaccination sites.
- On January 5, [The Associated Press reported](#) that Puerto Rico will reopen beaches and relax the COVID-19 curfew.
- On January 5, [USA Today reported](#) that nearly 30% of working professionals would quit if they had to return to the office after pandemic.
- On January 5, [USA Today reported](#) that COVID-19 sparks more than 1,000 workplace-related lawsuits in 2020 as employees complain about safety and wages.

WEATHER

January 7 to January 11 Forecast by [National Weather Service](#):



C. ECC ACTIONS

COORDINATION SECTION

Food Security

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

GENERAL

[ECC Food Security Project Dashboard](#)

- **Food Security, Finance, and JVIC met to discuss the steps needed to move forward spending \$1.5 million in City General Fund dollars.**

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.

- **No updates this reporting period.**

JVIC

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

- **Columbia Sportswear granted the ECC's JVIC a one-time \$40,000 in-kind donation in order to provide warm essentials to our community-based organizations. The JVIC will now provide insulated jackets, fleece, base layers, and winter hats. Thank you to the Vice President of Sustainability and Community Impact and the Community Program Manager.**
- **Advocates interviewed CBOs about JVIC practices/policies and are gathering feedback to decide how best to move into JVIC's next phases of work.**
- **Discussed the Oregon Food Bank "Food Finder" tool (<https://foodfinder.oregonfoodbank.org/>). Looking into Samoan/Chuukese translation. Worked on disseminating this information to the CBO's.**
- **The Portland Mask Project received materials to produce another 2,500 cloth face coverings.**
- **Prep work for the JVIC's presentation at the January 14 Disaster Policy Council.**

Sheltering and Restroom Access

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

- **St. John's Village delayed full opening until February 1. This is due to simplifying the program needs since the community space will not be complete for another month.**
- **First amendment to the contract with Right 2 Dream Too was signed. Amendment extends the effective date for the contract to June 30, 2021.**

ECC FINANCE

ECC Finance supports finance management for the Coordination Section projects.

- **Created budget and purchase orders for temporary Outdoor Emergency Shelter expenses for January-June 2021: electricity, fencing, toilets, shower service, pest control, and meal delivery.**

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)

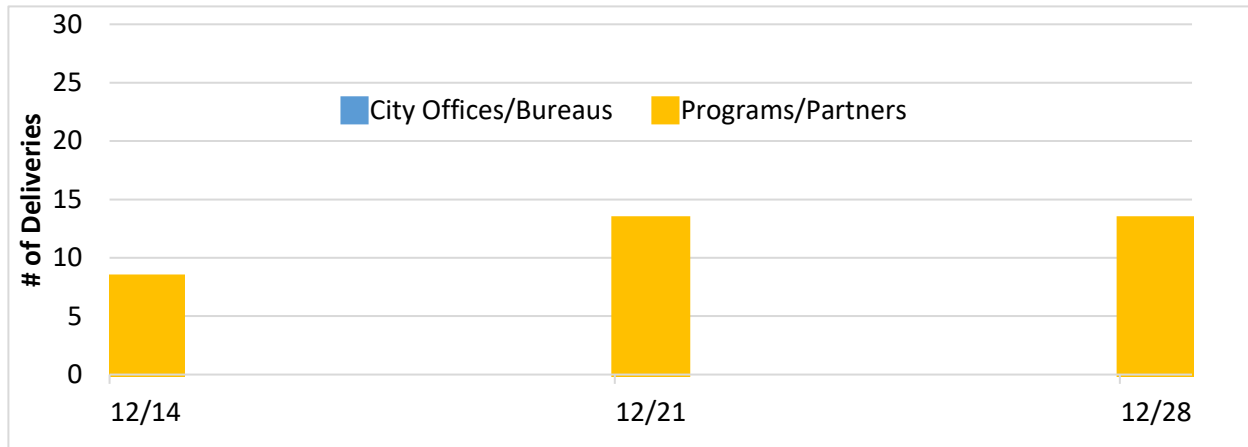
- Reviewed COVID-19 signage for City of Portland’s facilities.

LOGISTICS SECTION

Accomplishments (as of 1/05/2020):

- 145,819 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 December 30, 2020 – January 5, 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 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 30, 2020 – January 5, 2021, supplies were delivered to the following community partners.

- Black Community of Portland
- Pacific Islander Community through AFC
- African Youth and Community Organization (AYCO)
- TOGO CORE

JVIC Distributions

ITEM	DISTRIBUTED
Disposable Mask	9,145
Anti-Perspirant - Men's	4,221
Anti-Perspirant - Women's	3,535

ITEM	DISTRIBUTED
Bar Soap	8,933
Hand Soap, 8 oz. Bottle	3,837
Laundry Soap, ≈ 80 loads	3,137
Disinfectant Wipes, Pack of 20	4,105
Dish Soap, 16-32 oz. Bottle	3,606
Dish Soap, 96-120 oz. Bottle	649
Disinfectant, 16-32 oz. Spray Bottle (Industrial)	2,706
Disinfectant, 16-32 oz. Spray Bottle (Commercial)	332
Disinfectant, 32 oz. bottle 3% Hydrogen Peroxide	794
Bags (Paper Grocery 12"x7"x14")	4,315
Bags (Garbage 13 Gallon)	4,566
Shampoo, 30 oz. Bottle	3,608
Conditioner, 30 oz. Bottle	3,364
Maxipads, Box of 50 - 100 Count	2,393
Tampons, Box of 20 - 50 Count	1,752
Tissue	6,650
Paper Towels	11,169
Toilet Paper	18,815
Disposable Razor	4,316
Toothpaste	6,020
Toothbrush	8,104
Cloth Face Coverings - Child Size	1,710

ITEM	DISTRIBUTED
Cloth Face Coverings - Adult Size	3,250
Chapstick	1,868

Critical Eight Remobilization Inventory For City Bureaus

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

Critical Eight Distributions by Entity

Distributed to Date	Bottles for Disinfectant/ Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
BDS	322	0	1,500	0	12	200	0	0
BES	44	4	430	0	1	60	200	39
BFPDR	0	0	51	0	0	0	0	0
BHR	3	0	270	200	0	0	50	0
BOEC	144	0	450	8,100	9	0	1,050	71
BPS	0	0	320	0	0	0	0	0
BRFS	0	0	600	50	0	0	0	0

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

E. BUREAU DETAILS

Portland Bureau of Emergency Management (PBEM)

- Over the past three weeks, 55 Neighborhood Emergency Team (NET) volunteers handled traffic management at Multnomah County drive-through flu shot and COVID-19 testing clinics. These clinics serve underserved BIPOC communities. This partnership will continue over the next few months.

Portland Fire & Rescue (PF&R)

- PF&R’s vaccination team continues to roll out Moderna vaccines to PF&R. Next week they will begin vaccinations to PPB, BOEC dispatchers, and ECC field staff. PF&R also continues to offer vaccines as directed to small neighboring jurisdiction first responders.

Portland Police Bureau (PPB)

- As of January 6, PPB has a total of 45 positive COVID-19 cases since March 2020.
- Sworn members of the Portland Police Bureau (PPB) qualify for voluntary administration of the Moderna COVID-19 vaccination per the Oregon Health Authority (OHA) Oregon’s Phase 1a/Group 1, Vaccine Sequencing Plan, and 26 members have already received the vaccine last week with PF&R. PPB’s COVID IMT is developing a vaccination plan to ensure administration and accountability of all vials received and we hope to begin mass vaccinations starting Monday, January 11th and vaccinate for two weeks.

Portland Water Bureau (PWB)

- Water Bureau is developing a special report on COVID-19 from the onset of the situation to the end of 2020, with actions the Bureau took in response. Following this we will discuss lessons learned and compile information for an After-Action Review, to build into our Pandemic COOP.

F. PARTNERS INFORMATION

STATE

Oregon Health Authority (OHA).

- OHA [guidance](#) on help for quitting tobacco and nicotine addiction.
- OHA [guidance](#) on travel advisories, self-quarantine recommendations still in effect.
- OHA [guidance](#) on take care of yourself in uncertain times.
- OHA [guidance](#) on learn about federal updates to unemployment.

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 7, 2021 14:04
Approved by	Katy Wolf
Date/Time	January 7, 2021 15:12

H. APPENDIX A – FORWARD PLANNING DIGEST



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



FORWARD PLANNING DIGEST

Our next Forward Planning Digest will be on Thursday, January 14.

I. APPENDIX B – CURRENT EAP OBJECTIVES 12/31/20-1/15/21

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (12/31/20 – 1/15/21):

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 (12/31/20 – 1/15/21)

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 **to be completed January 31.**
- 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 January 31st. Software options limited, reviewing if further work to be done or if PBEM work with HR to find SAP solutions.**

- 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 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 January 30.
- e. Create ECC Supervisor Handbook for ECC supervisors. Finalize draft by January 30.
- f. Expand use of the [City's Equity Toolkit for COVID-19 Community Response and Recovery Efforts \(Equity Toolkit\)](#) and the Results-Based Accountability framework across all ECC objectives, projects and priorities.
- g. Use the ECC Effective Communications Guide in all external communications to help ensure ADA compliance and further our equity goals. A person with a disability should be able to share and receive information from the ECC as effectively as a person who doesn't have a disability.
- h. Use the Language Access Guidance for the COVID-19 Response in all external communications to help ensure nondiscrimination on the basis of national origin. External communications should be accessible to all communities in simple language (8th grade reading level), more languages, mindful of cultural norms, and formats or platforms that facilitate meaningful access, such as audio, audio-video, etc.

2. **Coordination:**

- a. **Renegotiate City of Portland and Right 2 Dream Too contract extension to June 30.**
- b. **Identify contractors for site improvement projects at temporary Outdoor Emergency Shelters by January 15. Work needs include power and backflow prevention at Old Town Village, and sewer connections at the SE Water Ave sites.**
- c. Connect the Food Security Data to the JVIC Dashboard by January 8.
- d. Develop a marketing plan for the City website charitable donation button for the Employee Annual Giving Campaign (open for both employees and the public) by January 8.
- e. Schedule focus group meetings with CBOs to better understand CBO preferences related to coordination and communication by **January 31.**
- f. Meet to receive additional direction from tribal representatives to support their efforts in assisting tribal members living in Portland by January 31.
- g. 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.
- h. **Order one third of household assistance cards that will be distributed over the next two months.**
- i. **Develop a detailed plan to distribute \$1.5 million general fund dollars over the next six months.**
- j. **Post recruitment notices for the Donation Button Coordinator and SUN School Coordinator positions and start interview process by January 15. Hire Food Security Lead by January 8.**

3. **Finance:**

- a. **Support CARES Act program and bureau partners until February 28.**
 - b. Review and audit incident expenses and submit applications for congregate sheltering, communications, **ECC Payroll** and Fire Bureau expenses to FEMA for potential reimbursement.
 - c. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the end of the City of Portland’s Emergency Declaration.
 - d. Provide facilitation and financial guidance to support the St. Johns Shelter project development.
 - e. Provide procurement support as needed, to finalize CARES project **amendments** by **January 15.**
 - f. Track the status of contracts and agreements through the City procurement process.
 - g. Monitor CARES Act funding allocation to identify underutilized funds to be spent by **June 30.**
 - h. **Create budgets from Fall Budget Monitoring Process (BMP) allocations for temporary Outdoor Emergency Shelters, hygiene stations and ECC Staff through June 30.**
4. **Joint Information Center (JIC):**
- a. Compile results, initial findings, and recommendations of August-November online media campaigns and produce a report by **January 11.**
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 the **first quarter of 2021.**
 - d. Order shipping containers for storage of bi-weekly JVIC supply requests. Establish updated delivery procedures in coordination with BTS. Complete by January 15.
6. **Planning:**
- a. **Anticipate and monitor the need to develop a vaccine distribution plan working with Multnomah County and the State of Oregon through the first quarter of 2021.**
 - b. Prepare for the **January 14** Disaster Policy Council meeting, in coordination with ECC Manager and PBEM Director.
 - c. Check in with Chiefs during non-EAP weeks to update section recommendation goals from the Status Report.
 - d. **Share completed Contingency 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.
 - e. 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 CDC guidelines changes by **January 15.**
 - b. Continue implementation of mandatory Citywide COVID-19 safety training for ECC staff **through January 21.**
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 the end of the week.**
- 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 the 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 (timeframe dependent on hire).**
- h. **Provide advisement on citywide donation button process within the next two weeks.**
- i. **Provide advisement on JVIC presentation to Disaster Policy Council; advisement meeting January 12.**
- j. **Continue to provide equity and language access advisement to JVIC and Food Security program, ongoing but with focus on next two months.**