



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



Situation Status Report

INCIDENT NAME: COVID-19

CITYWIDE READINESS STATUS: Full Activation

ECC GENERAL PHONE: 503-823-23230

INCIDENT WEBSITE: City of Portland [COVID-19 information website](#)

OERS #: 2020-0528

PREPARED BY: Lisa Osterberg, Situation Unit Lead

REPORTING PERIOD: 10/01/20 1700 – 10/08/20 1700

REPORT #: 48 (10.08.20 0001)

Next Situation Status Report will be released: **Thursday, October 15.**

Have something to add/update? **Bureaus and agencies should send inputs by noon Wednesday, October 14 to ECCsitstat@portlandoregon.gov with subject line: COVID Situation Update – [Bureau Name].** Reminder that this report will be publicly available [online](#).

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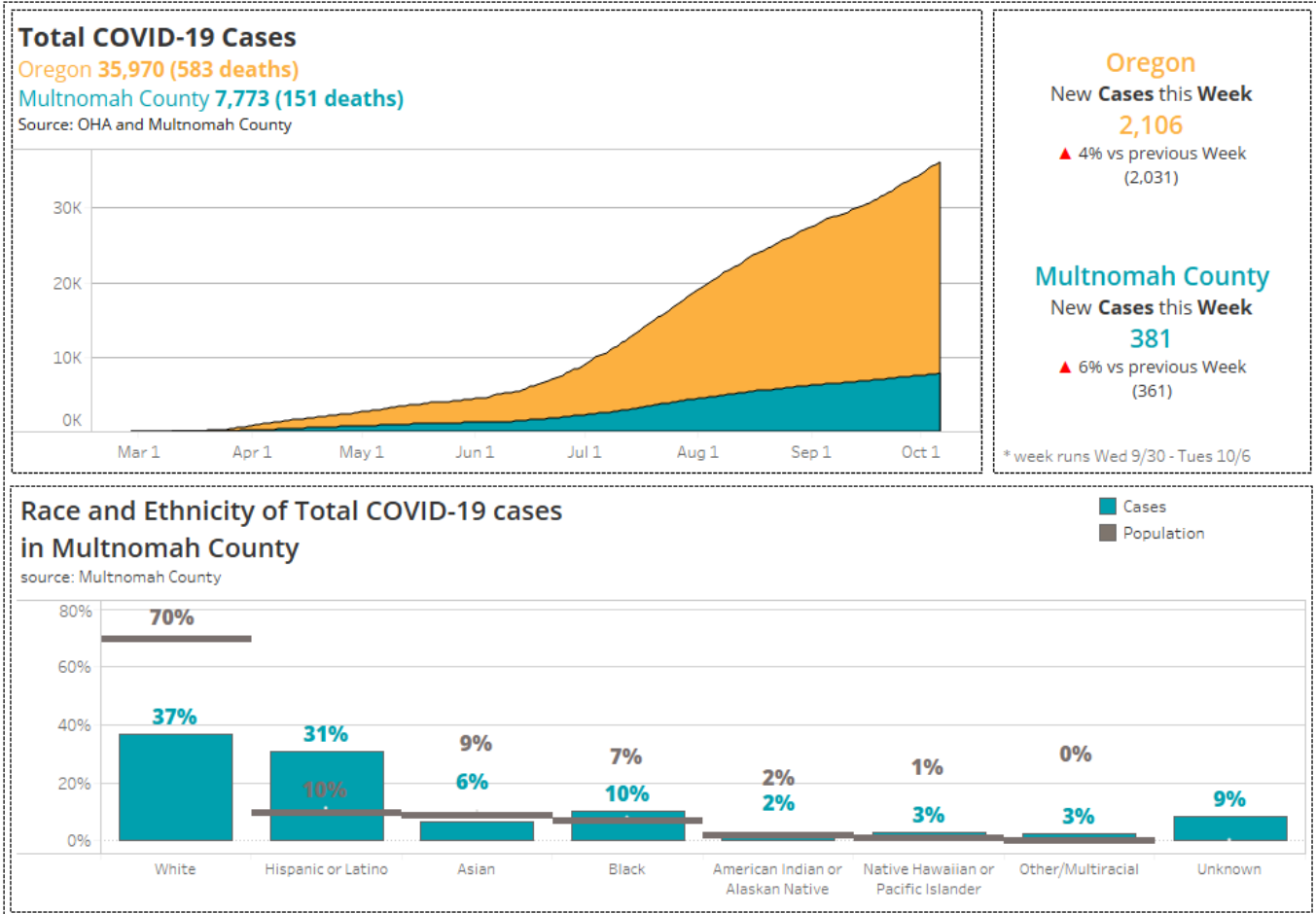
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A. SITUATION SUMMARY



OVERVIEW

Significant events in this reporting period

Oregon will receive between 60,000 and 80,000 rapid point-of-care antigen (COVID) tests per week through the end of the year (rapid tests); Many local school districts are extending distance learning into 2021; The City of Portland extended a program that allows businesses to use space on sidewalks and streets for customers due to physical distancing requirements.

Local and Regional News

- As of October 7, there are 129 confirmed Coronavirus hospitalizations in Oregon. The [Oregon Health Authority \(OHA\)](#) releases these numbers daily.
- On October 7, [KGW reported](#) that Portland Public Schools, Oregon's largest school district, announced it will extend distance learning through the end of the second quarter, Jan. 28, 2021.
- On October 6, [OPB reported](#) that Oregon will reevaluate metrics for schools reopening.
- On October 6, [Willamette Week reported](#) that a recent study indicates that Portland has the second lowest rate of COVID-19 cases per capita among 30 of the largest cities in the United States; the lowest rate is held by Seattle.
- On October 6, [OHA announced](#) starting this week, Oregon will receive between 60,000 and 80,000 rapid point-of-care antigen (COVID) tests per week through the end of the year.

- On October 5, [KGW reported](#) that the City of Portland extended a program that allows businesses to use space on sidewalks and streets for customers due to physical distancing requirements.
- On October 5, [KGW announced](#) that Safeway and Albertsons pharmacies now offer at-home, COVID-19 test kits for \$139.99.
- On October 5, [KATU reported](#) that an incarcerated person in Malheur County accounted for the state's 12th COVID-19 death amongst incarcerated people.
- On October 5, [OPB reported](#) that popular Oregon ski resorts will implement new COVID-19 guidelines for the upcoming winter season.
- On October 2, [Willamette Week announced](#) the addition of two Parks community centers as severe weather shelters available this winter.
- The Oregon Occupational Safety and Health Administration (OR-OSHA) is in the process of developing a COVID-19 Temporary Standard to be adopted no later than October 21, 2020, which will be replaced by a permanent rule at a later date. The draft Oregon OSHA COVID-19 Temporary Standard can be found [here](#) with the proposed timeline available [here](#). The Workplace Safety Workgroup is aware of the upcoming standard and that the current Citywide guidance may need to be updated, based on what is in the final rule. The Draft COVID-19 Temporary Standard requires a number of controls, a sampling of which is included below:

- Physical distancing, face coverings, and sanitization requirements,
- A designated Distancing Officer for each establishment,
- Completion of a COVID-19 exposure risk assessment,
- Specific training requirements,
- Workplace COVID-19 testing when Oregon Health Authority or a local public health authority indicates it is necessary,
- A provision for medical removal, i.e. reassignment of employees to duties that do not involve in-person contact with other workers or the public, and
- Specific requirements for emergency first responder activities, including an infection control plan and infection control training.

Please note that this standard is in draft format and may change in the coming weeks. The ECC Safety Officers and Bureau Safety Professionals are aware of and monitoring the status of the temporary standard development. To meet the requirements of the OR-OSHA temporary rule, managers and staff will likely need to dedicate time for planning, assessments, coordination and training.

National and International News

- On October 8, [Scientific American reports](#) that COVID-19 is now the third leading cause of death in the United States.
- On October 6, [CNN published an article](#) citing WHO's Health Emergencies Program Director, Dr. Mike Ryan's claim that "10% of the global population may have been infected by the [COVID-19] virus."
- On October 5, [KHN published](#) the five things you need to know about a vaccine for coronavirus.
- On October 5, [U.S. News announced](#) the release and return to the White House of President Trump from the hospital after three days of treatment for COVID-19.
- On October 5, [The Washington Post reported](#) that the CDC says airborne transmission plays a

role in coronavirus spread in a long-awaited update after a website error last month.

- On October 4, [Mercury News reported](#) that Filipino-American nurses are dying from COVID-19 at a significant rate.
- On October 2, [New York Times reported](#) that the President tests positive for COVID-19.
- On October 2, [The Washington Post reported](#) on how COVID-19 spread through the White House.
- On October 1, [CNBC reported](#) White House advisor Dr. Anthony Fauci said that Americans should brace for fall and winter, when the coronavirus is expected to surge due to cold weather and increased time indoors.
- On October 1, [Amazon stated](#) that 19,816 of its employees at Amazon and Whole Foods tested positive for the coronavirus, shedding light for the first time on how Amazon's workforce has been impacted by COVID-19.

WEATHER

October 8 to October 12 Forecast by [National Weather Service](#):



National Fire Preparedness Level: 4

Multnomah County [lifted the burn ban](#) today October 8th.

Air quality is currently Good <https://www.airnow.gov/?city=Portland&state=OR&country=USA>.

B. ECC ACTIONS

COORDINATION SECTION

Aging and Disability

Provide resources to the aging and disabled populations to address the needs associated with health and safety, social isolation, food security and caregiving.

General:

- Filled largest supply order for older adults, people with disabilities, and caregivers since early summer (29 people) with masks, gloves, cleaning supplies, and PBOT transportation vouchers.
- Developed a draft proposal for a television programming project with city bureaus including Civic Life, Parks, PBOT to determine if Metro East and Open Signal PDX can improve connections with older adults and people with disabilities facing the digital divide (e.g., those without access to internet).

Food Security

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

GENERAL

[ECC Food Security Project Dashboard](#)

- Zip code visualization of food distribution locations (using Tableau software) will go live on Monday, October 12 both publicly and on the City of Portland COVID-19 dashboard. Links will be provided within the next report.
- Met with staff from Office of Community & Civic Life to share program information and data for ECC’s Food Security Project.

LUNCH + PLAY

Program website: [Lunch + Play](#)

Portland Parks & Recreation’s (PP&R) FREE LUNCH + PLAY program works with five school districts to provide nutritious meals and recreational activities during summer break. In park-deficient east Portland, PP&R and its sponsors bring meals to apartment complexes and underdeveloped parks through the Mobile Lunch + Play program.

- No updates this reporting period.

CULTURALLY SPECIFIC FOODS

Partnering with Equitable Giving Circle, a Black-led group of Portland businesswomen who have organized to address structural racism and economic inequity by purchasing CSA shares from BIPOC farmers to feed BIPOC families lacking access to fresh foods, identified in partnership with trusted community-based organizations. Equitable Giving Circle will buy 300 CSA shares from local BIPOC farmers to feed the 300 selected BIPOC families with high-quality, locally grown, organic produce, proteins or other pantry staples, for 22 weeks over the 2020 growing season, from June through November.

- Working with the Equitable Giving Circle to train staff on the ECC dashboard for City and Food Security Project reporting.

FOOD BOX DELIVERIES

In partnership with Hood to Coast, we are implementing aspects of three programs to support food security. These include distribution of 100 contactless home food box deliveries a week for SUN Community Schools; 1,000 bulk deliveries a week to local organizations serving the aging and disabled and communities of color. Hood to Coast will also provide courier service of thousands of meals to 10 Lunch + Play mobile sites in outer east Portland. Program focus is on the following communities: Aging/Disabled; BIPOC; Black/African American; Latinx; Native American and Pacific Islander.

- Distributed 1300 food boxes.
- Updated the waitlist with additional requests from new JVIC organizations and current delivery partners who requested more boxes.

Food Box Deliveries October 5- October 9.

Organizations	Boxes
Black Community of Portland	125
Black Resilience Fund	150
Community Alliance of Tenants	30
Familias en Acción	45
HAKI Community Organization	150
Human Solutions	150
Lutheran Community Services Northwest	10
Mercy Connections	50
Mother & Child Education Center	15

Organizations	Boxes
REACH CDC	
REAP	100
Risen	40
Rose CDC	
Rosewood Initiative	23
Sierra Leone Northwest Association	200
SUN Community Schools	162
Togo Community Organization of Oregon	30
VOZ Workers Rights	20

TOTAL 1300

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

HOUSELESS MEALS

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

- **Reviewing previous supply orders to align with seasonal shift in foods provided.**

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.

- **Distributed cards to Rosewood Initiative and Lutheran Community Services.**
- **Distributed cards to African Family Holistic Health Organization on October 8.**
- **Will distribute cards to Latino Network on October 9.**

JVIC

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

- **Reviewed new Community-Based Organizations (CBOs) to add to JVIC portfolio.**
- **Met with Hood to Coast on to determine new food drive drop-off locations.**
- **Collaborated with the Food Security Team to develop a SmartSheet tool for resource requests and Community Advocate journaling.**
- **Met with Food Security PDX Cares Card lead to discuss which tool to use to survey CBOs' experience.**
- **Provided list of all current and new JVIC organizations to Citywide employee charitable giving drive.**

Sheltering and Restroom Access

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

- **Cascadia Clusters delivered new platforms to temporary Outdoor Emergency Shelters.**
- **Performed basic maintenance of Block R, including pruning damaged trees from the Labor Day windstorm and repaired fencing/gate.**
- **Extended the site use agreement with Prosper Portland to continue to use sites for the three temporary Outdoor Emergency Shelter through June 30, 2021 or the end of COVID-19 state of emergency, whichever comes first.**
- **Received architectural designs and renderings of St. John's Village.**

ECC FINANCE SECTION

ECC Finance supports finance management for the Coordination Section projects.

- **Completed FEMA project application for Parks Bathrooms expenses through 6/7/20.**
- **Reviewed Hygiene Stations, Parks Bathrooms, and ECC Costs project applications with FEMA representative.**
- **Set up process to pay vendors for shelter meal deliveries through December 2020.**
- **Finalized Multnomah County Intergovernmental Agreement for public health, household assistance, and homeless response. Issued advance payment from CARES funding.**
- **Finalized Prosper Portland Intergovernmental Agreement for small business relief and issued advance payment from CARES funding.**
- **Gathered all support documentation for the temporary Outdoor Emergency Shelters FEMA project application and created summary reports.**
- **Gathered all support documentation for Personal Protective Equipment (PPE) and cleaning supplies expenses and started summaries for FEMA project applications.**

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.

- **Created ECC Equity resources overview document directing the ECC Section Chiefs on roles and responsibilities of ECC staff in implementing ECC Equity guidance, resources, and tools.**
- **Provided ECC Command staff training on the ECC Equity guidance, resources, and tools and made All Hands announcement. These are organized and located in the ECC Equity channel in Microsoft Teams for use by all ECC staff.**

JOINT INFORMATION CENTER (JIC)

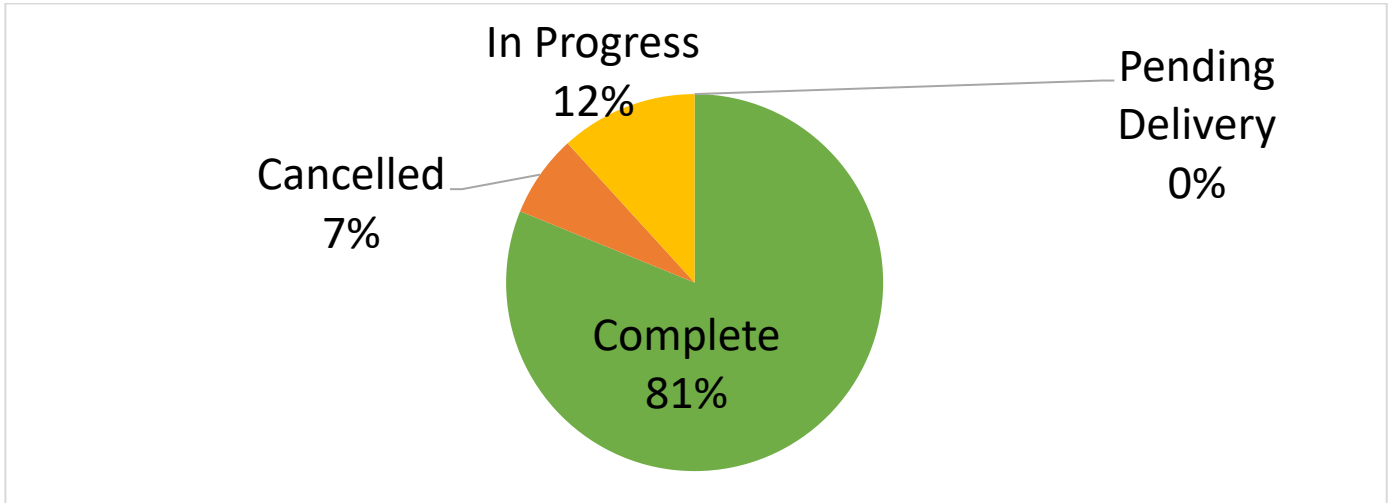
- **JIC team members continue to monitor the ongoing protests in Portland with large groups of people congregating closely together and the potential public health concern about spreading COVID-19.**
- **Began analyzing the reach of the media campaign done through KGW and Univision.**
- **Briefed the new PIO for Office of Community and Civic Life.**
- **Assisted Equity Officer in preparing ECC Equity Resources Overview.**

LOGISTICS SECTION

Accomplishments (as of 10/07/2020):

- To date, 83,769 meals have been delivered to temporary Outdoor Emergency Shelters.

Resource Requests by Status

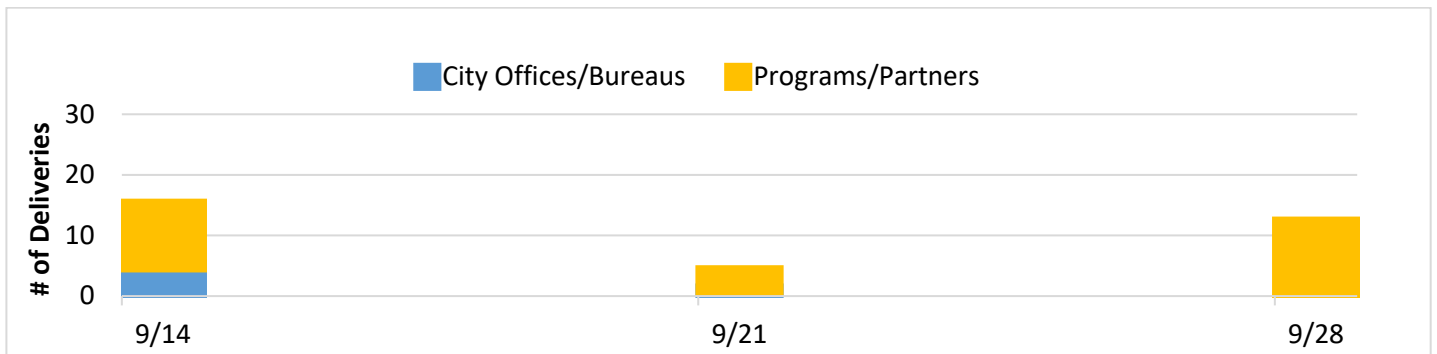


Deliveries by Week

Efforts to support the emergency supply needs for City of Portland Bureaus continue as needed. From September 30–October 6, the Supply Unit did not distribute cleaning supplies and PPE to City of Portland Bureaus.

The Supply Unit continues to purchase and distribute cleaning supplies, toiletries, and paper products in support of the JVIC. From September 30–October 6, the Supply Unit (with the help of Printing & Distribution) distributed cleaning supplies and PPE to the following Programs/Partners:

- Beyond Black CDC
- Karen and Zomi Refugees
- Mingala Grocery - Rohingya Community
- Nepali Bhutanese Community
- Pacific Islander Community thru AFC
- Reach CDC
- Risen
- Samoan/Chuukese Community
- Somali Bantu Citizen Group
- TOGO
- United Congolese Community Organization
- Utopia PDX



Critical Resources

Item	Received	Distributed	On Hand	\$ Distributed
Bottles (various sizes)	24,748	18,354	6,394	74%
Disinfectant Spray (gal)	35,581	35,397	184	99%
Face Coverings	25,600	23,355	2,245	91%
Gloves (various sizes)	383,640	137,134	246,506	36%
Hand Sanitizer (gal)	1,124	583	541	52%
N95 Masks	9,457	4,906	4,551	52%
Procedure Masks	79,001	31,306	47,695	40%
Wipes (packs/cannisters)	2,155	1,905	250	88%

Distributions by Entity

Distributed to Date	Bottles for Disinfectant/Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
BDS	322	0	1,500	0	12	200	0	0
BES	44	4	430	0	1	60	200	39
BFPDR	0	0	51	0	0	0	0	0
BHR	3	0	270	200	0	0	50	0
BOEC	144	0	450	8,100	9	0	1,050	71
BPS	0	0	320	0	0	0	0	0
BRFS	0	0	600	50	0	0	0	0
BTS	14	1	788	0	1	20	0	0
OMF/Fleet	271	20	775	200	19	200	1,210	3
PBEM/ECC	39	2	166	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

Distributed to Date	Bottles for Disinfectant/ Sanitizer	Disinfectant Spray (gal)	Face Coverings	Gloves	Hand Sanitizer (gal)	N95 Mask	Procedure Mask	Wipes (cannisters)
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	60,350	32	235	3,270	1,021
Total	18,354	35,398	23,355	137,134	583	4,906	31,306	1,905

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 made deliveries to the following organizations through the JVIC: Africa Family Holistic Health Organization, Beyond Black, Bhutanese Refugees, Black Community of Portland, Disabled Refugee Alliance, Home Forward, Human Solutions, Impact NW, IRCO - Africa House, Karen, Speaking Community, Metropolitan Family Services – Belmont, Mingala Grocery, Nepali Bhutanese Community, Oregon Public Health Institute, Portland Opportunities Industrialization Center, Reach CDC, Urban League Senior Center, Utopia PDX, Verde and Village Gardens Public Health Institute.

Item	Received	Distributed	On Hand	% Distributed
Anti-Perspirant	3212	2822	390	88%
Bar Soap	5060	4130	930	82%
Conditioner	1286	1248	38	97%
Diapers (various sizes)	293	252	41	86%
Cloth Face Coverings	4250	1360	2890	32%
Hand Soap	2511	1585	926	63%
Laundry Soap	1675	1565	110	93%
Maxipads	1730	1268	462	73%
Paper Towels	6682	5782	900	87%
Procedure Mask	1725	1725	0	100%
Razor	1806	1640	166	91%
Shampoo	1546	1405	141	91%
Tampons	905	704	201	78%
Toilet Paper	12967	11671	1296	90%
Toothbrush	3617	3386	231	94%
Toothpaste	4177	3118	1059	75%

C. CITY BUREAU CONTINUITY OF OPERATIONS PLAN (COOP) STATUS

Bureaus with impaired Essential Functions or a COOP status other than “Active” are displayed in the table below. All other bureaus not displayed in this table have COOPs in Active status and no essential functions impacted.

Bureau/Office	COOP/Incident Command Post Status	Essential Function* Status
Development Services (BDS)	Active	All permits being accepted electronically. Plan Review and Land Use Service divisions receiving fewer applications; review times extended due to remote technology challenges.
Emergency Communications / 911 (BOEC)	Partially Active	No Essential functions impacted
Fire & Rescue (PF&R)	Inactive	One Tier 3 essential function suspended: public education office.
Housing	Active	HOME rental inspections delayed
OMF Technology Services	Active	BTS has paused any non-essential projects and has previously set bureau expectations for project delays.
Parks & Recreation (PP&R)	Active, BICP Active	Some essential functions modified.
Police (PPB)	Active, BICP active	Three Tier 1 essential functions are impaired, by 10% or less: Payroll and Technology Critical Infrastructure Maintenance 17 Tier 2 and 3 essential functions are impacted to varying degrees.
Water (PWB)	Enhanced Operations	No Essential functions impacted.

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

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

D. BUREAU DETAILS

- **Portland Parks and Recreation (PP&R)**
 - **Beginning November 1st, Mt. Scott Community Center will be activated as a warming shelter.**
 - **Food pantries and box deliveries through SUN are taking place at Sitton, Grout, and Roseway Heights elementary schools.**
 - **Coordinators and other recreation employee at SUN sites continue to assist in handing out breakfast and lunches at 11 SUN school sites. The eleven sites are located in four different school districts, and each has a different weekly distribution schedule.**
 - **PP&R’s Virtual Preschool program is ready to launch and accept new registrants. The [Portland Parks Preschool website](#) was updated with new virtual program options on September 29. A commercial, highlighting our entire team of fifteen teachers, will be released to Portland Parks Facebook pages by October 9.**
 - **PP&R is piloting 20 virtual activities this fall. Registration is open activities begin the week of October 12, others October 19.**
 - i. **Activities range across Adaptive and Inclusive Recreation (AIR), Arts, Senior, Teen, Fitness, youth-aged afterschool program, and preschool-aged classes**
 - ii. **Some programs are free, others have a fee of \$15 and include a Pay What You Can option, as well as a donation option.**

- iii. PP&R expects to expand the pilot offerings for a second session in November/December.
- iv. PP&R also plans for public launch of the pilot/virtual classes for Winter term in January 2021.
- **Portland Bureau of Transportation**
 - Snow and Ice training will be conducted at Sunderland Yard October 13-23, 2020. Plow instructors will no longer be in the cab with trainees because of single-occupancy requirements due to COVID-19 precautions. Plow instructors will be stationed along the driving course and will provide directions and critiques externally.
 - Healthy Businesses update: Extension of Healthy Business Permits through winter new standards completed in partnership with traffic engineers to allow tents and canopies where feasible, and provide guidance on the placement of other winter equipment (heaters, lighting, etc.) while preserving accessibility.
 - Renewal form to be sent to permit-holders by Monday, October 5.
 - Each request will be evaluated on a case-by-case basis, to identify conflicts with other planned activities in the right-of-way (construction, maintenance, etc.) and consider any other impacts from long-term installation.
 - Interest in temporary retail and popup events is expected to increase during the holiday season. Internal meetings are scheduled to discuss considerations.

E. PARTNER INFORMATION

STATE

Oregon Health Authority

- OHA [guidance](#) for u-pick pumpkin patches.
- OHA [safe](#) and spooky Halloween ideas.

F. RESOURCES

RESOURCES UPDATE

Our resource information is now located on the [COVID-19 webpage](#). The resources page will have information on resources from Multnomah County, City of Portland, Asking Questions and Getting Help, Equity, Volunteering, About COVID-19, Well-being, Housing, Homelessness, Workplace, Food Security and Portland Area Schools & Universities.

APPROVED BY ECC COMMAND

Created by	Lisa Osterberg
Date/Time	October 8, 2020 15:29
Approved by	Katy Wolf
Date/Time	October 8, 2020 15:53

G. APPENDIX A – FORWARD PLANNING DIGEST



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



FORWARD PLANNING DIGEST

We are shifting the Forward Planning Digest to every other week. Our next Forward Planning Digest will be on Thursday, October 15th.

H. APPENDIX B – CURRENT EAP OBJECTIVES 9/25/20-10/09/20

COMMAND'S EMPHASIS FOR OPERATIONAL PERIOD (9/25/20 – 10/09/20):

1. Directly protect human life and public health, including the safety and health of all City employees, and incident responders.
2. Proactively identify issues that could pose financial, legal or other risks to the City and our staff. Develop policies that reduce risk to the City and our workers, including reducing the risk of virus transmission. Ensure that response actions do not introduce new risk to the City, staff or volunteers.
3. Support the delivery of emergency services that the City and public depends on.
4. Create and maintain an ECC workforce that is oriented towards sustainability for a long-term incident requiring remote work and promoting ECC staff health and safety.
5. Minimize non-essential efforts and make wise use of resources in anticipation of a long-duration incident.
6. Uphold confidence in City government and demonstrate a unified City effort in response. Use established chains of command and agreed-upon processes for decision-making and communication.
7. Maintain unity of effort for strategic response and recovery planning for economic assistance to affected communities; maintain frequent and open communication between the ECC and City leadership, Prosper Portland, the Mayor's office, and state and federal agencies working on economic recovery efforts.
8. Address the immediate food security, personal protective equipment, and sheltering needs of Portland community members experiencing the largest disparities. Work to recognize, assess, and reduce disparities in the provision of all services and resources provided to the public. By focusing on decreasing disparities, we create an emergency response system that works for everyone.
9. Ensure compliance with Civil Rights Title VI and ADA Title II in all ECC functions. Center our work in service to communities most impacted by COVID-19, which are: Black and Indigenous communities, communities of color, immigrant and refugee communities, people with disabilities and underlying conditions, and people with intersectional experiences of oppression.
10. Create an equitable workplace where employees experience a culture of belonging and inclusivity. Serve as a model of equity and collaboration for other bureaus.
11. Create opportunities for Portland employees who are also members of impacted communities to grow professionally and demonstrate leadership through work in the ECC.
12. Build relationships of trust with community members, partner organizations, and jurisdictional partners, and work to ensure our recovery is building towards a resilient, prosperous, healthy, equitable, and just city for all.

ECC OBJECTIVES (9/25/20 – 10/09/20)

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

- a. Finalize section chiefs' list of primary candidates for surge or re-staffing of the ECC. ECC Manager to formally reach out to candidates and their bureau leadership to build support.
- b. Improve Resource Unit processes by implementing a scheduling software and continue testing the Microsoft Shifts software. Roll out with the Finance Section next, in addition to the two sections currently using Shifts. Continue use of interim solution until a software is deployed.
- 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.
- d. Compile, track, and file receipt of signed ECC staffing offer letters to all current ECC staff by October 2.

- e. Create ECC staff handbook for command and general staff. The handbook will include SOPs from sections, the Equity Toolkit, and onboarding and offboarding information.
- 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. Build a wind screen structure for the weatherization of the temporary Outdoor Emergency Shelters.
- b. Conduct an after-action workshop on September 28 for the fall peak tabletop exercise.
- c. Work with COOP planners to finalize the template to capture bureau absenteeism thresholds as part of remobilization planning.
- d. Begin delivering diapers from the Diaper Bank Contract. Continue to combine JVIC data sheets with other ECC data to get a sense of what groups the ECC is serving overall. Routinize the updated JVIC resource request process. Standardize and document onboarding procedures for JVIC staff and CBOs.
- e. Work with the Chief Administrative Officer on a plan for a citywide donation drive for City employees.
- f. Address food security needs with the most vulnerable communities in Portland: Identify and work 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 needs. Use this work to support locally owned food providers and culturally identified businesses during the economic crisis.
 - i. Continue PDX CARES Card distribution with CBOs from the joint County/City list. Finalize contracts with CBOs who will distribute cards directly to community members. Complete round two of card distribution by October 15. Identify and start contracts for eight or nine CBOs to serve with the 1,333 remaining cards for round three distribution.
 - ii. Continue reporting on Food Security projects: updating ECC Food Security Project Dashboard; find accessible way to present zip code visualization to accompany Food Security data; explore ways to include information about other ECC and or CARES funded programs.
 - iii. Be available to the ECC Finance Team and Auditor's Office to answer any questions about audit of Lunch + Play and PDX CARES Card programs, which starts September 28.
- g. Continue development of transition plan for Aging & Disability team's projects with the ECC Equity Officer, Joint Information Center, Office of Equity & Human Rights and Office of Community & Civic Life.
- h. Work with Portland Mask Project to order toddler-sized masks to fulfill existing requests for this resource, which is not currently in-stock at the ECC.

- i. Explore television programming opportunities with Metro East and Open Signal PDX to communicate with older adults and people with disabilities facing the digital divide (i.e., those with access to Internet). Determine whether ECC has an interest in sharing programming and/or whether bureaus (e.g., Civic Life, Parks, PBOT) should move forward with programming interests.

3. **Finance:**

- a. Support the CARES Act allocation funding disbursement to Multnomah County, East County Cities, Prosper Portland, RACC, and bureau-led community support programs.
- b. Review and audit incident expenses and submit project applications to FEMA for potential reimbursement.
- c. Track all expenses pertaining to the Food Security Initiative and provide support to PDX CARES card distribution team.
- d. Consolidate documentation and policies for the FY2020 CARES Act funding audit, including food security expenses and redeployed staff costs.
- e. Provide financial guidance and support to the temporary Outdoor Emergency Shelters until the end of the City of Portland Emergency Declaration.
- f. Provide facilitation and financial guidance and support to the St. Johns Shelter project development.
- g. Provide procurement support to household, rent, and mortgage assistance contracts and the Digital Divide Work Group program.
- h. Explore financial support for OHSU to support a low-barrier winter COVID-19 drive-up testing station.

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

- a. Monitor initial community interaction with online media distribution of reopening messaging by tracking video reach and other indicators through September.

5. **Logistics:**

- a. Schedule meeting with JVIC during first week of October to review community resource request and delivery process and adjust as needed.
- b. Participate in Ground Unit delivery driver interviews week of September 28. Look to have new driver in place by October 8.
- c. Review inventory of critical emergency supplies and purchase as necessary to maintain inventory in case of a concurrent emergency, COVID-19 resurgence, and City reentry.
- d. Ensure that all potentially hazardous supplies distributed are marked with safety warnings that include language and/or pictures that all potential users can understand.

6. **Planning:**

- a. Prepare for the October 22 Disaster Policy Council meeting, in coordination with ECC Manager and PBEM Director.
- b. Plan for pandemic resurgence (remobilization), end of pandemic (demobilization) and concurrent emergencies (wildfires, extreme weather, excessive heat, air quality event) with ECC and PBEM leadership. Conduct the second of three workshops by October 9.
- c. Continue to work with ECC Leadership on process improvements related to document accessibility, staffing, training, and ECC-wide support needs.
- d. Develop a progress report of the ECC's role and accomplishments to date. The Report will include process improvement recommendations, the potential of transitioning some of the ECC's work to bureaus and propose scenarios for the ECC's long-term role in City coordination, response, and recovery. ECC Manager will deliver a presentation based on the report to the Disaster Policy Council on October 22.

- e. Begin elevating Forward Planning Command presentations to Commissioners' Chiefs of Staff on a monthly basis.

7. Safety Officer:

- a. Communicate COVID-19 related sick leave policies and applications to City safety professionals and facilitate cooperation with BHR Business Partners for upcoming cold/flu season.
- b. Update the PBEM Citywide Unhealthy Air Guidelines to reflect processes applied during the September wildfire and smoke emergency. Coordinate with BHR to review and provide clarifications on pay and benefit related content.
- c. Expand availability of illness in the workplace and contact tracing training to managers, supervisors, and others, as needed. Complete additional training by mid-October. Develop a plan to continue offering monthly contact tracing training.
- d. Coordinate COVID-19 exposure and positive case tracking project with the Planning Section. Complete project by mid-October.
- e. Research options and best practices for ECC incident reporting procedures. Determine if Risk Management incident reporting process will work for ECC staff. Preliminary research and recommended path forward will be completed by mid-October.
- f. Execute an Exposure Strike Team alert test in coordination with the PBEM Everbridge Administrator by mid-October.

8. Equity Officer:

- a. Develop an Equity lens based on the Equity Toolkit, national best practices and resources, and other citywide Equity tools, (budget Equity tool) for use in all decision making, planning, program design, resource allocation, service delivery, and communications to ensure institutionalization of Equity throughout the ECC.
- b. Coordinate and oversee the Equity subject matter experts working to advise the ECC and develop a process for their advisement to ECC sections, their programs and program leads.
- c. Ensure all Equity efforts of the ECC are in alignment with the Equity standards, guidance, tools, and policy set by the Office of Equity and Human Rights.
- d. Meet regularly with ECC section chiefs to support the implementation of Equity decision-making tools and processes across ECC sections.
- e. Write final draft of Equity guidance and tools for ECC staff resources document. Present and train Command staff on ECC Equity Teams channel and document components by October 9.
- f. Create guidance for the City COOP planner to include an Equity lens in the COOP Business Impact Analysis process.