



MEMORANDUM

City Manager's Office

DATE: May 29, 2020
TO: Mayor and Council
THROUGH: Steve McHarris, City Manager *Steve McHarris*
FROM: Ashwini Kantak, Assistant City Manager
SUBJECT: Novel Coronavirus/COVID-19 Update #14

The health of our employees, residents, and businesses remains the highest priority for the City of Milpitas.

Overview:

The City of Milpitas continues to implement its response to the outbreak of the novel coronavirus and the COVID-19 disease in Santa Clara County in collaboration with the Santa Clara County Department of Public Health. The previous Council update on May 19 discussed including the new public health order from the County, contact tracing outreach, and the drive-through food distribution site.

On May 25, Governor Newsom announced [new guidance](#) for places of worship and providers of religious services and cultural ceremonies. The guidance does not obligate places of worship to re-open, and county public health department approval is required for local services to resume. At this time, Santa Clara County has not updated its guidance on houses of worship, which are to remain closed.

The Santa Clara County Public Health Department is also moving forward with its goal for [expanding testing](#), with 30 test sites open across the County. The County urges anyone who is displaying symptoms of COVID-19, who has come into contact with someone who tested positive, or who is a frontline worker to get tested. Testing requires appointments, and there are accommodations made for individuals without health insurance.

The [new Public Health Order](#) from the County went into effect on May 22. This Order permits the opening of retail stores' curbside pickup, along with retail-supporting warehousing and distribution businesses. The new Order also allows car parades and the opening of outdoor museums, historical sites, and publicly accessible gardens. This Order has no end date set and will remain in effect until it is rescinded or updated. Please see the [info memo](#) from May 19 for additional information on the new County order.

As the lead agency on public health, the County is regularly updating its guidance, which is available in five different languages and can be viewed [here](#). The County also has a [data dashboard](#) that is updated with all the latest information. The County's dashboard now includes [a tool](#) to allow for searches on COVID-related data by zip code. The City continues to work closely with the County to ensure the safety and security of our community.

Key Updates:

Pilot Mobile Testing Update

On May 27, the City launched its pilot mobile COVID-19 testing for residents and employees at essential businesses, in partnership with Milpitas company IGeneX. Additional information on this initiative can be found on the [City's press release](#). Staff will also be presenting a comprehensive outreach and testing plan to the City Council on June 2.

Small Business Assistance Subcommittee

The Office of Economic Development hosted a Small Business Assistance Subcommittee meeting on Thursday, May 28. The Subcommittee discussed the development of a small business loan program and received information from City staff on Milpitas outdoor dining guidelines.

Library Updates

The Santa Clara County Library District has announced that it will be reopening limited services in stages, in accordance with updated guidance from the County Public Health Officer. The first stage will include curbside library material drop off and hold pickups. No late fees are being accrued, and due dates have been extended so no items need to be immediately returned. The Library District will continue to provide updates to our community on its [website](#).

Milpitas Response and Preparations

The City of Milpitas continues to operate at Stage 5 (Extremely High Response) of our Pandemic Management Plan. Operating at Stage 5 translates into the suspension of all non-essential City programs and services, the closure of City facilities, and full activation of the City's Emergency Operations Center (EOC).

Our City's response will enable us to fulfill the four priorities of our Pandemic Response Plan:

1. **Protecting Our People:** Ensuring the safety and well-being of our employees.
2. **Continuity of Essential City Operations:** Sustaining delivery of critical City services.
3. **Effective Communication:** Ensuring timely and consistent communication internally with our employees and externally with our community.
4. **Support the Santa Clara County Public Health Department:** Provide resource and communication support to assist the County Public Health Officer, the County, and all our partners in mutual commitment to protect the people of our communities.

Current Status on City Services and Operations:

All City facilities are closed to the public until further notice. The Office of Emergency Services continues to operate the Emergency Operations Center (EOC) at a full activation level.

- **Police Department Public Lobby:** The Milpitas Police Department lobby is open during business hours, 8 AM to 5 PM. Supplemental safety measures are in place to ensure the safety of our staff and visitors. Community members can contact the non-emergency number (408-586-2400) for any further questions related to the re-opening of the Department lobby.

- **Public Meetings:** City Council meetings will continue to be set up for Council and required staff to call in. Due to the State's relaxation of the Brown Act, there will be no publicly accessible gathering space arrangements. The public may livestream the meeting on the City's Facebook and virtually provide [public comments](#) during the meeting. The majority of Board, Commission, and Committee meetings are cancelled or postponed until further notice. Accommodations are being made to hold any essential meeting virtually.
- **City Employees:** The City is continuing to have employees work in person or remotely on essential services and other City functions. City staff has developed a self-check protocol that upholds the safety of all employees. The protocols will apply to all employees who are regularly coming to work to perform an essential service and may interact with the community or with other employees. Each City Department will be responsible to coordinate the process for their respective employees. The self-check protocols are based on guidance from the Center for Disease Control and Prevention and will be updated according to any changes to CDC guidance.
- **Permit Center and Inspection Services:** Although the Permit Center located at City Hall is closed for all in-person services, staff continues to provide permit and plan review services via email, website information, telephone, and tele or web conferencing. All construction is currently allowed as indicated in the latest Santa Clara County Public Health Order. Construction activities must comply with either the [Small Construction Project Safety Protocol](#) or [Large Construction Project Safety Protocol](#), depending on the project category.
- **Recreation and Community Services:** All Park playgrounds are taped off and closed to the public. All sport courts continue to be closed to the public. Parks are still available for passive recreation. All community programs and gatherings are cancelled until further notice, including private rentals in city facilities and park picnic areas. The Senior Center remains closed for programming. The center offers "to-go" lunches, as a continuation of its Senior Nutrition Lunch Program.
- **Other City Services:** Water, sewer, stormwater, and traffic signal operation services continue to operate at normal levels. Staff also continues to provide maintenance services for facilities, fleet, parks, enhanced cleaning for some City facilities, emergency services for trees and streets, and Underground Service Alert services for construction projects that are allowed under the County order. Staff continues to work with Milpitas Sanitation to ensure adequate staffing is available for solid waste collection in the City. Public Works staff are also working to ensure compliance with local, state, and federal regulations for all public works services. The City has established a virtual Utility Call Center from employees' homes to ensure continuity of services. Meter reading staff will continue to respond to water service calls and maintain the City's meter reading schedule.
- **Volunteers:** The City's Milpitas Volunteer Program (MVP) continues to recruit volunteers for various community support efforts during the COVID-19 pandemic. Community members looking to register as a volunteer and receive regular monthly updates on local volunteer needs can [visit our volunteer page](#).

- **Community Partnerships:** The City continues its community partner outreach to provide first responders with needed protective equipment, including hand sanitizer, sanitizing wipes, non-latex gloves, N95 face masks, and simple face masks in their original packaging. All donations for first responders can be dropped off at any Milpitas fire station.

Public Information:

The City will continue to update its [COVID-19 webpage](#) that has been established specifically for information about coronavirus. We will also be providing regular public updates through our social media accounts on Facebook, Nextdoor, and Twitter.